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XEROX®

620, 625, 627 Training Manual
The Xerox® Memorywriter™

This equipment has been certified to comply with the limits for class B Computing Device, pursuant to Subpart J of Part 15 of FCC rules. Only peripherals (computer input/output devices, terminals, printers, etc.) certified to comply with the Class B limits may be attached to this computer. Operation with non-certified peripherals is likely to result in interference to radio and television reception.

The Xerox Memorywriter 620, 625, 627™ typewriters generate and use radio frequency energy and, if not installed and used properly, i.e., in strict accordance with the instruction manuals, may cause interference to radio and television reception. It has been type tested and found to comply with the limits for a Class B Computing Device in accordance with the specifications in Subpart J of Part 15 of FCC rules, which are designed to provide reasonable protection against such interference in a residential installation.

If this equipment does cause interference to radio or television reception, which can be determined by turning the equipment off and on, you may try to correct the interference by one or more of the following measures:

- Reorient the receiving antenna.
- Relocate the equipment with respect to the receiver.
- Plug the equipment into a different outlet so that equipment and receiver are on different branch circuits.

If necessary, consult your Xerox service representative for additional suggestions. You may find the following booklet prepared by the Federal Communications Commission helpful: "How to Identify and Resolve Radio-TV Interference Problems". This booklet is available from the U.S. Government Printing Office, Washington, D.C. 20402, Stock No. 004-000-00345-4.



XEROX®

620, 625, 627 Memorywriter™

Training Manual

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What is a Memorywriter? ---

The Memorywriter is a typewriter and more...

Like the electric typewriter that you're probably familiar with, the Memorywriter performs typing tasks quickly and easily.

But the real benefits of having a Memorywriter come from its automatic, time-saving features. Features that can improve the appearance of everything you type, and save you a lot of time when changes need to be made to something you've typed.

The Memorywriter, as you've no doubt guessed, has a "memory". With this memory, you can record your typing (like you record music on a tape recorder). Then you can recall the typing, make changes to it, and print out a perfect copy!

Because the Memorywriter remembers, you can forget! Forget about typing the same letter over and over. Forget about searching through the folders for last week's report. Forget about retyping that three-page document because someone mislaid the originals.



Learning to Use the Memorywriter ---

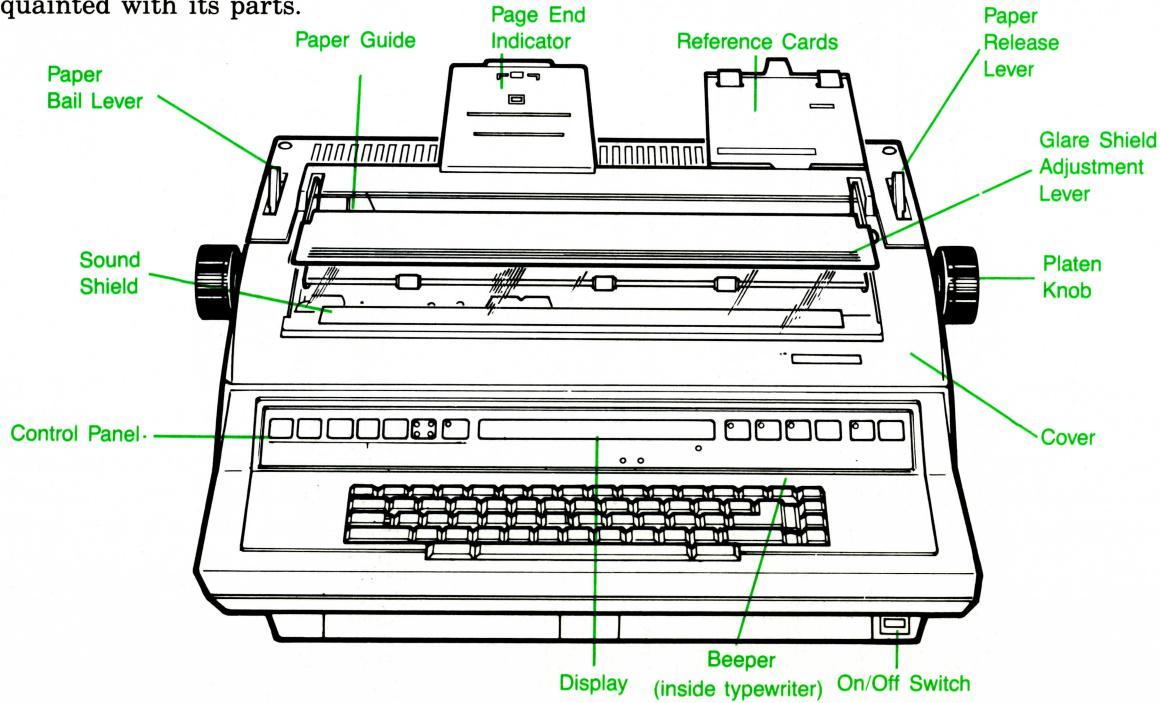
This Manual encompasses the 620, 625, and 627 Memorywriters — the "620 Series". The only difference between the three models is the amount of memory capacity each model contains.

This Manual will help you learn to use the 620 Series Memorywriter. But, you'll need to arrange the most important item — your own time. You will need time to go through the manual and practice exercises until you feel comfortable using each feature.

As you go through this manual, you'll find a combination of instructions and explanations. As you do each step in the **ACTION** column, look at the **RESULT** column. The **RESULT** column is important because it tells you what happens with each step.

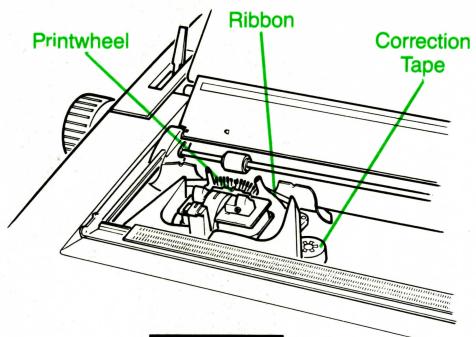
Getting Acquainted

The Memorywriter looks very much like a "regular" typewriter. Compare your Memorywriter to the picture below to get acquainted with its parts.



Checking the Carrier and Turning On the Memorywriter

The illustration shows the location of the ribbon, printwheel and correction tape. The part of the typewriter that holds these items is called the "carrier".



ACTION

- 1 **CHECK** to be sure your Memorywriter has a ribbon, printwheel and correction tape. If any of these items are missing, turn to page 5 of the Reference Manual and install them before continuing.
- 2 **LOCATE** the On/Off switch on the lower right front corner and turn on the Memorywriter.

RESULT

The Memorywriter is ready for typing when the ribbon, printwheel, and correction tape are in place.

The Memorywriter goes through a self-test during which the carrier moves to the left, a beep sounds and the lights blink on and off.

Caution: When the Memorywriter is on, make sure the dust cover is removed. If the dust cover is left on when the typewriter is running, the heat build-up may damage the machine.

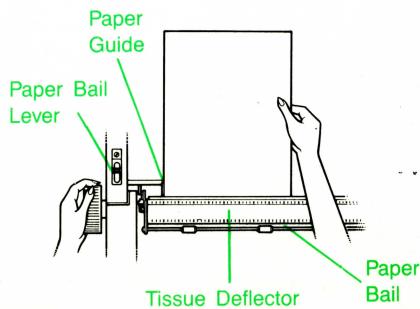
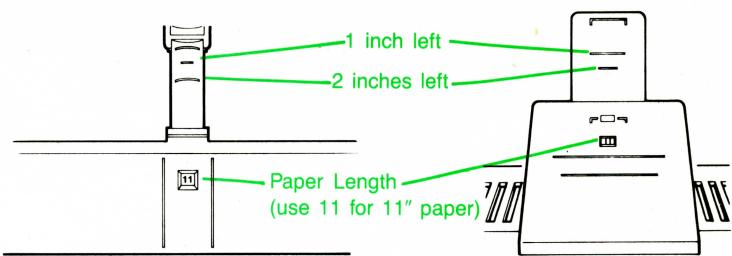
Inserting Paper

Have you ever typed off the bottom of a page? The Memorywriter has a page end indicator to help prevent this! Before you insert paper, set the page end indicator for the length paper you're using. As your typing nears the end of the page, the top of the paper will rest on the page end indicator and show how many inches remain.

Your Memorywriter comes equipped with one of the Page End Indicators shown on the right.

Note: If your Memorywriter has the Page End Indicator shown on the far right — an extender is included for using 14" paper. Simply snap the extender onto the top of the Page End Indicator.

The paper bail lever is used to pull the paper bail forward so paper can be inserted **without** lifting the sound shield. The paper guide is used to align the left side of the paper. It should normally be even with the widest white line on the scale below the guide.



ACTION

- 1 PULL the paper bail lever toward you.
- 2 SET paper guide even with the wide white line below the guide.
- 3 INSERT paper and roll it in using the platen knob (not the INDEX or RETURN keys)
- 4 PUSH the paper bail lever back.

RESULT

The paper bail moves forward.

The paper bail moves back into position.

The Keyboard

The keyboard on the Memorywriter is similar to a standard typewriter. The shaded keys in the illustration below show which keys will repeat when you hold them down. Typing on the Memorywriter keyboard is very similar to typing on any other typewriter.

The Memorywriter has some extra features that standard typewriters don't have. For this reason, the Memorywriter has extra keys. You'll see an extra key over the TAB key, six extra keys on the right side of the keyboard and two keys on either side of the spacebar. The top row of keys can also be used to access extra features. The green labels above the top row of keys identify the features. You'll learn how to use the features as you go through this manual.



Notice the the **LOCK** key (Shift lock)  has a light on it. When the light is on, the lock key is in a locked position. Touching either **SHIFT** key will unlock the **LOCK** key.

FEATURES Keys

The two keys with the green ovals, on either side of the spacebar, are the **FEATURES** keys 



Either **FEATURES** key can be used like a shift key with the keys that have the green printing on or above them.

As an example, the **INDEX** key has green printing above it. When one of the **FEATURES** keys is held down and the **INDEX** key is pressed, a Reverse Index is entered, moving the platen up one-quarter of a linespace. Another example is the $\frac{1}{2}$ key. When one of the **FEATURES** keys is held down and the $\frac{1}{2}$ key is pressed, a plus or minus (\pm) sign will print.

The step below will give you a chance to practice using the **FEATURES** keys. Be sure you have paper in the typewriter before you begin.

ACTION

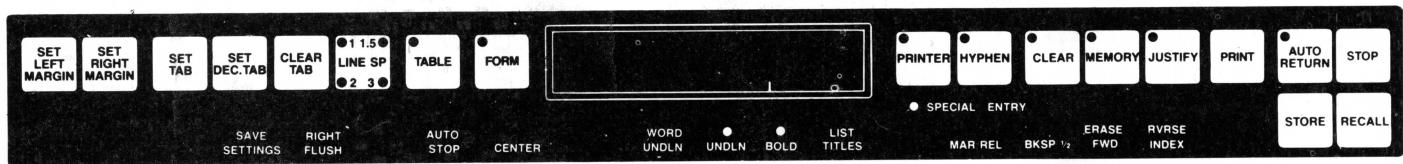
- 1 **HOLD** down one  key while you press . Then release both keys.

RESULT

The typewriter prints a > which is the character shown in green on the key.

The Control Panel

The gray blocks on the control panel are touch-sensitive switches. Some of the switches have red lights to show they are on. The LINE SP switch  has four lights to indicate which line spacing is selected.



In addition to lights, the Memorywriter can also signal you with a beep. One beep signals that an action has been completed. Two beeps signal that an action cannot be completed. For example, if you attempt to set the right margin too close to the left margin, you'll hear two beeps, indicating that the margin cannot be set there.

Follow the steps below to practice using the control panel switches. The switches you'll use are located on the left side of the control panel.

ACTION

- 1 **PRESS** the center of  firmly to set the left margin.
- 2 **PRESS** the spacebar five times to move the carrier to the location where you'll set a tab.
- 3 **PRESS** the center of  to set a tab.

RESULT

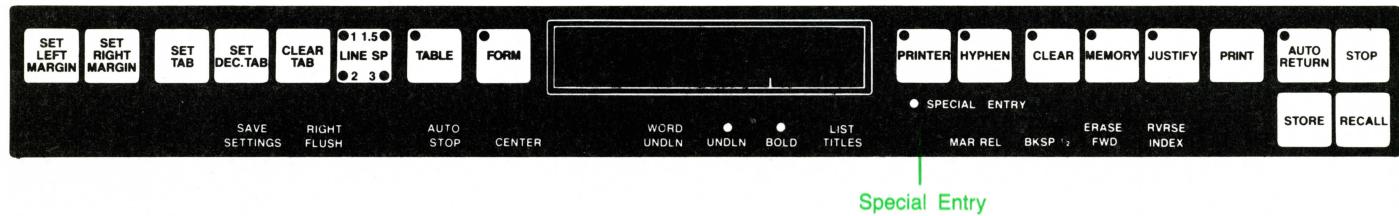
Did you hear the beep? One beep lets you know the margin is set.

One beep sounds to indicate the tab is set.

On some models, the volume of the beeper can be adjusted. If an adjustment is desired, refer to page 5 of the Reference Manual to determine if your Memorywriter has this control.

Special Entry Light

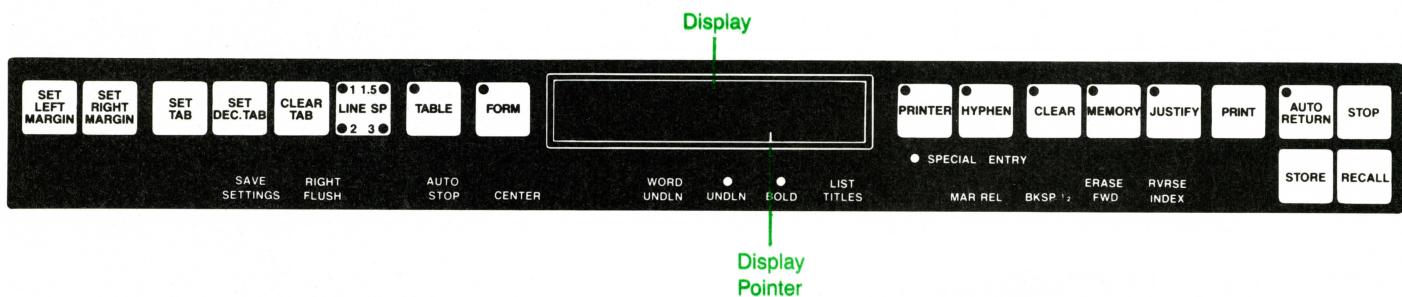
The **SPECIAL ENTRY** light is located under the **PRINTER** switch. The **SPECIAL ENTRY** light will turn on whenever certain special features are being used.



Special Entry

The Display

The Memorywriter puts messages in the display when it needs to tell you something. At certain times, the display will show what you've typed. Up to 20 characters can be displayed at one time. You'll learn about this in the next section.



Display
Pointer

In this Manual, information that appears in the display will be shown like this:

Using the Reference Manual

The Reference Manual contains step-by-step instructions for all of the features and procedures taught in this Training Manual. Use the Reference Manual when you need help to perform a task or when you see a message or get a result you do not expect.

ACTION

RESULT

1 TURN to page 112 in the Reference Manual to learn what the **PLEASE WAIT** message means.

Reviewing What You've Learned

- The ribbon, printwheel, and correction tape should be installed before you use the typewriter. (Complete instructions are in the Reference Manual.)
- The **FEATURES** keys  are used with the keys that have green on or above them.
- To use any of the switches on the control panel, firmly press the center of the gray block.
- The red lights on the control panel indicate whether a feature is on or off.
- One beep indicates an action is completed. Two beeps indicate an action cannot be completed.
- The Memorywriter shows messages in the display. A list of all messages is given in the Reference Manual.

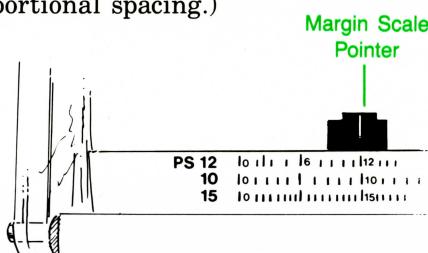
USING THE 620 MEMORYWRITER AS A TYPEWRITER

In this section, you'll learn how to use the Memorywriter like a "regular" typewriter. Everything you type will go directly onto the paper, without using the "memory"

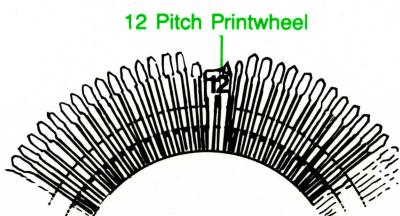
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The Margin Scale

Margins are easy to set and change on the Memorywriter. Look at the margin scale (on the sound shield) as you set margins and tabs. You'll notice the scale has three lines because the Memorywriter can use different type sizes (pitches) — 10, 12, PS, and 15 pitch. The pitch determines how many characters to an inch are printed on your paper. (PS means proportional spacing — each character has its own unit value. Look in the Reference Manual on page 90 for more information on proportional spacing.)

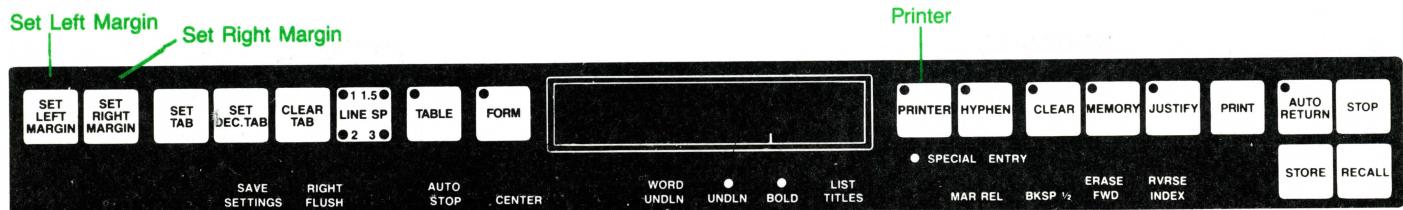


You can find the pitch of the printwheel in your typewriter by looking closely at the top of the printwheel. When a printwheel is inserted in the typewriter, the Memorywriter automatically adjusts the carrier to match the pitch of the printwheel you are using.



Setting Margins

Margins are set on the Memorywriter by pressing the spacebar to move the carrier to the desired location on the scale. Pressing the **SET LEFT MARGIN** switch sets the left margin and pressing the **SET RIGHT MARGIN** switch sets the right margin.



Setting the Left Margin

When setting margins, the **PRINTER** switch must be on. If the **PRINTER** is not on, the carrier will not move to the desired position on the scale and the margins cannot be set.

ACTION

- 1 **MAKE** sure  is on. If it is not on, press the center of the switch to turn the light on.
- 2 **PRESS** the spacebar four or five times to move to a new left margin location. (If you space too far, use  to move back.)
- 3 **PRESS**  to set a new left margin.

RESULT

PRINTER light is on.

Note: If you turn off **PRINTER**, the **MEMORY** light will automatically turn on. Make sure only the **PRINTER** and **LINE SP** lights are on.

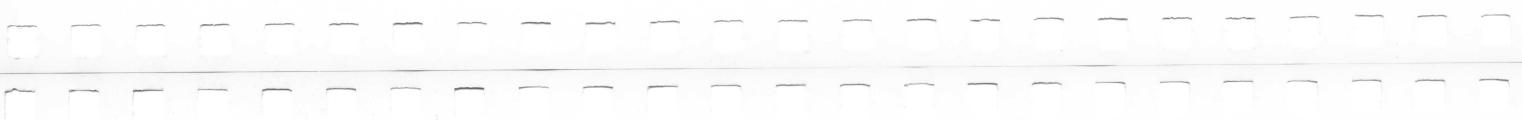
The Memorywriter beeps once to tell you the new left margin is set.

Using Margin Release

There may be times when you'll want to set the left margin to the left of the current left margin. Notice the plus key  has the green label **MAR REL** over it. Using the **FEATURES** key with this key gives the margin release command. Margin Release temporarily releases the current left margin until a new left margin is set — it does not move the carriage nor does it set a new margin.

One important point to remember about margin release is that it will only work when the carrier is at the left margin. To practice using Margin Release, follow the steps below.

ACTION	RESULT
1 PRESS  to be sure the carrier is at the left margin.	
2 HOLD down  and press  to release the left margin.	<i>One beep sounds to tell you the margin is released.</i>
3 PRESS  five or six times to move to a new left margin position.	
4 PRESS  to set a new left margin.	<i>The Memorywriter beeps once to tell you the new left margin is set.</i>



Setting the Right Margin

The right margin is set by spacing to the desired location and pressing the **SET RIGHT MARGIN** switch. It is important that the **AUTO RETURN** switch is off when setting the right margin. If the **AUTO RETURN** switch is on when you space past the old right margin, the carrier will automatically return.

ACTION	RESULT
1 CHECK to be sure  is off so the carrier won't return when you're spacing over to a new right margin.	
2 CHECK to be sure  is on so the carrier will move.	
3 SPACE over forty or fifty spaces for a new right margin location.	
4 PRESS  to set a new right margin.	<i>The Memorywriter beeps once to tell you the new right margin is set.</i>

After you've set the left and right margins, it is very important to press the **RETURN** key. This completes the settings.

5 PRESS  to complete the settings.	<i>The carrier returns to the left margin.</i>
---	--

Setting the Right Margin — continued

Steps for setting margins are given in the "How To" section on page 46 of the Reference Manual. Refer to them if you need help remembering the steps in the future.

ACTION

RESULT

1 LOOK at page 46 of the Reference Manual to familiarize yourself with the location of the steps.

Setting Line Spacing

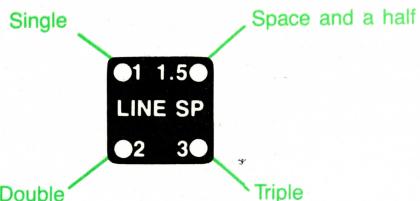
You've probably already noticed that the LINE SP switch has four lights on it. These lights indicate which one of four different line spacings has been selected. Each time you press the center of the switch, the light will move to the next line spacing.

ACTION

1 PRESS the center of  to change to 1.5 (one and one-half) line spacing.

2 PRESS the center of  again.

3 CONTINUE pressing  until the line spacing is back to one (1).



RESULT

The light moves to 1.5.

The light moves to 2.

Setting Tabs

The **SET TAB** switch on the left side of the control panel is used to set tabs. You can set up to 38 tabs. In addition, the Memorywriter automatically sets tabs at the left and right margins.

ACTION	RESULT
1 BE SURE  is on.	
2 SPACE over five or six spaces for the first tab location.	
3 PRESS  to set a tab.	<i>The Memorywriter beeps once to tell you a tab has been set.</i>
4 SPACE over ten spaces for the next tab location, and press 	<i>A beep tells you the second tab has been set.</i>
5 PRESS  to complete the setting.	<i>The carrier returns to the left margin but does not advance the paper up a line.</i>

In addition to setting tabs at locations you choose, you can tell the Memorywriter to set tabs every five spaces (a tab grid). To do this, simply press the **SET TAB** switch while the carrier is at the left margin. (Setting a tab grid will erase all previously set tabs in the typewriter.)



Clearing Tabs

Tabs can be cleared with the **CLEAR TAB** switch  when you no longer need them. They can be cleared individually or all at once. Follow the steps below to clear one of the tabs you just set.

ACTION	RESULT
1 PRESS  to tab to the location where a tab is set.	<i>The carrier moves to the first tab position.</i>
2 PRESS  to clear the tab.	<i>One beep lets you know the tab has been cleared.</i>

Pressing the **CLEAR TAB** switch when the carrier is at the left margin will clear all of the tabs at one time.

ACTION	RESULT
1 PRESS  to put the carrier at the left margin.	
2 PRESS  to clear the tabs.	<i>The Memorywriter beeps once to let you know all tabs have been cleared except the left and right margin tabs which cannot be cleared.</i>

Using the Erase key

The Memorywriter remembers the last 180 characters typed. This allows you to make corrections quickly and automatically.

The  key is located beside the right SHIFT key. When you touch the ERASE key, the carrier backs up and erases the last character or keystroke. To practice using the ERASE key, follow the steps below:

ACTION

- 1 TYPE the following text, as it appears, up to the arrow.

RESULT

The Xerox 620 Series Memorywriter has been designed to make your typing tasks easier. Imagine being able to automatically center headings or to print a letter 10 times at the touch of a switch.

- 2 PRESS  once to erase the last character of the word: **beem**

(If you need to erase several characters in a row, hold down the ERASE key until they've been erased. If you "hit" the ERASE key several times rather than hold it down, it remembers the number of times the key was hit and erases an equal number of characters.)

The printer backs up and erases the character.

- 3 TYPE the letter: **n**

- 4 CONTINUE typing, using the  key as needed.

Correcting Inside the Automatic Erase Limit

If you make a mistake while typing, but don't notice it until you've typed a few more words or even a line or two, you can move back to correct the error without erasing any of the correctly-typed text.

The  key (located above the RETURN key) is used to back up in the text without erasing any typed characters. RVRSE remembers what you did last and backs up or "reverses" over that action, up to 180 characters.

For example, if the last thing you touched on the keyboard was the TAB key, then you touch RVRSE, the carrier will move back automatically to its original location. It will not move back one space at a time, but in one motion.

To practice using the RVRSE key, follow the steps below:

ACTION

- 1 TYPE the text, as it appears, up to the arrow.

RESULT

The Memorywriter helps you to accomplish virtually all typing needs with its many time-saving features.

- 2 PRESS  to move back to the error. (Press the SPACEBAR if you go too far.)
- 3 POSITION the carrier to make the correction depending upon the type of printwheel you are using.

If the Memorywriter beeps twice, it is telling you that you are trying to reverse past the 180 character limit.

For 10, 12, and 15 pitch, the printwheel pointer on the top of the printwheel should be in the center of the character following the character to be erased (the "u" is to be erased in the example below).

a l l u w s



If you are using a PS printwheel, the pointer should line up with the left edge of the character following the error.

a l l u w s



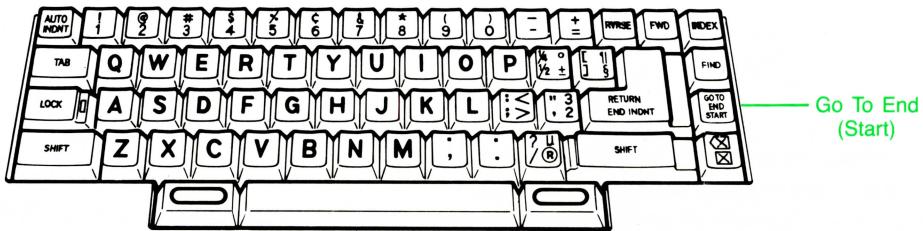
- 4 PRESS  to erase the "t".
- 5 TYPE an "h"

*The character is removed from the paper.
The error is now corrected.*

Returning to the End of Your Typing

The  key (to the right of the RETURN key) is used to return to the end of your document to continue typing after correcting an error.

ACTION	RESULT
1 PRESS  to go to the end of your typing.	<i>The carrier moves to the right of the last character that you typed.</i>
2 CONTINUE typing, using the  and  keys as needed.	



Corrections Outside the Automatic Erase Limit

When using the Memorywriter like a regular typewriter, characters can also be corrected beyond the automatic 180 character erase limit. Page 26 of the Reference Manual lists the steps for **Erasing with MEMORY off past the 180 character limit**.

Additionally, if the paper has been removed or you need to squeeze characters on a typed line, refer to page 64 of the Reference Manual for instructions.

Note: The **RVRSE** key reverses over your typed keystrokes. It is not the same as a backspace key. If you want to backspace, instead of reversing the action, see page 16 of the Reference Manual.

Reviewing What You've Learned

- Margins and tabs are changed by turning on the **PRINTER**, spacing to the desired location, and pressing the appropriate switch. When all settings have been changed, pressing **RETURN** completes the settings.
- **MAR REL** is used (at the left margin) to temporarily release the current left margin to set a new left margin to the left of the current left margin.
- When setting the right margin, make sure the **AUTO RETURN** switch is off. If **AUTO RETURN** is on, it will not let you space past the current right margin to set a new right margin.
- When you press the **ERASE** key, the carrier backs up and erases the last character or keystroke.
- **RVRSE** is used to back up without erasing any typed characters. Like the **ERASE** key, the **RVRSE** key remembers the last 180 characters typed.
- Pressing the **GO TO END** key quickly returns you to the end of your document after making a correction.

MORE THAN A TYPEWRITER

In this section, you'll learn how to record and store your documents for future use.

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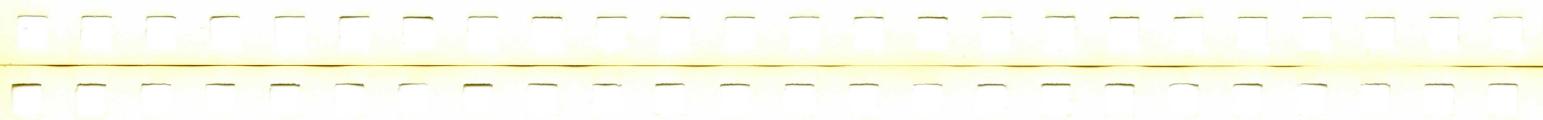
More Than A Typewriter

Up to this point in your training, you've been using the Memorywriter like a typewriter — your keystrokes went directly from the keyboard to the paper. If you were asked to produce another typed original of one of the pages or add a paragraph, you'd have to retype the entire page.

The 620 Series Memorywriter is "more than a typewriter". The memory in the Memorywriter lets you store your typed keystrokes for future use. If you have a 620 Memorywriter, it can store about five pages of text or approximately 9,260 typed characters. If you have a 625 Memorywriter, it can store about 10 pages of text or approximately 19,180 characters. Or, if you have a 627 Memorywriter, it can store about 15 pages of text or approximately 31,000 characters.

By simply turning on the **MEMORY** switch on the control panel before you begin to type, everything you type will be remembered by the Memorywriter. This means your typing can be printed as many times as you want, and you can make changes without having to retype the entire page.

Think of the memory as a tape recorder — one that records your typing instead of music. The Memorywriter has this capability because it comes equipped with an internal battery. This battery is used to keep your documents in the typewriter even when the typewriter is turned off. During normal usage, the battery will stay charged. If your Memorywriter is new or has been turned off for over five days, you'll need to leave it on for 24 hours to recharge the battery.



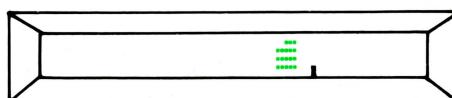
Recording Your Typing



To record your typing, simply press the **MEMORY** switch on the control panel. This signals the Memorywriter that your typing is to be recorded. When this switch is **off**, the Memorywriter will be like a regular typewriter.

When the **MEMORY** switch is **on**, everything you type will be recorded **in exactly the order you type it**. The Memorywriter will remember everything ... each character you type, along with the spaces, punctuation and carrier returns. The Memorywriter will even remember what margins and tabs you used for your typing!

To help you see what's being recorded, the display will turn on whenever you turn the **MEMORY** switch on. Everything you type will show in the display, up to 20 characters at one time.



Along with typed characters, you'll see symbols in the display. Each of the display symbols is a command to the Memorywriter to do what you told it when you first typed the document.

For example, a carrier return symbol will appear each time you press the **RETURN** key.



A settings block symbol will appear at the beginning of the typing to show that the Memorywriter has recorded margins, tabs, and line spacing.



A complete list of all the symbols and their meanings is provided on the inside back cover of the Reference Manual.

In the following exercise, you'll tell the Memorywriter that you want to record a document by turning on the **MEMORY** switch.

Recording Your Typing — continued

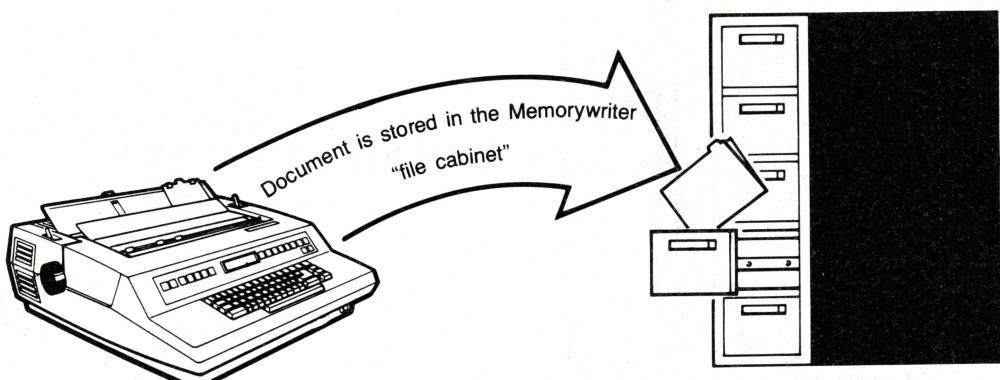
ACTION	RESULT
1 PRESS 	<i>The MEMORY light turns on. Settings block symbols  appears to the left of the pointer. This indicates the beginning of a new document.</i>
Note: If text appears in the display when MEMORY is turned on, someone else has typed information into memory. Press the STORE switch (on the control panel) <u>twice</u> to store the information and begin your new document.	
2 TYPE your name. 	<i>Each character is displayed as you type it. Typed spaces show as blank spaces in the display.</i>
3 PRESS 	<i>The return symbol  is displayed.</i>
4 TYPE your address.	<i>Typed characters, spaces and returns show in the display as you type them.</i>
5 IF you make a mistake, press  to erase it, then type the correct character.	<i>Each time you press the ERASE key, it will erase one character from the display and the paper.</i>

Note: When recording a document, it's very important to remember to use the RETURN key to advance to the next typing line. If you manually roll the platen knob, this action will **not** be recorded in the document.

Storing Your Typing

Storing a document removes the document from the display and creates another "empty" document for your next typing job. A "document" can be a letter, a report, a list of names and addresses, or anything else you type. Each document can be more than one page in length. By storing documents separately, you can easily find them again when you need them.

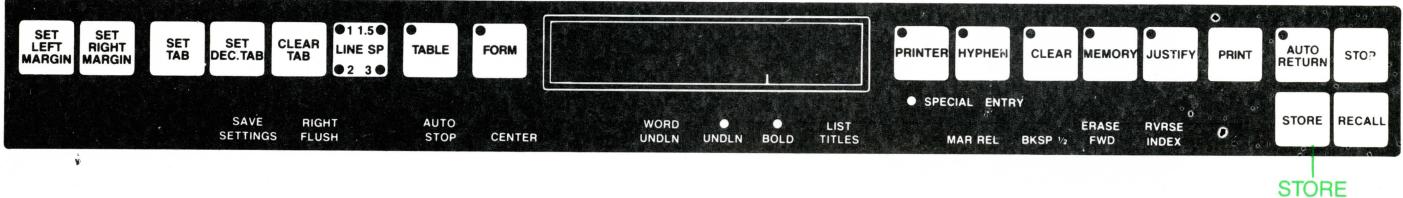
When you store a document, the Memorywriter automatically stores it under a number. The Memorywriter also offers you the option of adding a title to the number. The document number and title are not recorded in the document. They serve as a label only. Storing a document is like filing it in a filing cabinet. When you put a title on the document, it makes it easier to find again.



Storing Your Typing — continued

Follow the instructions below to store the short document you just typed. For practice purposes, you'll give the document a title so that it will be easier to find. Titles can be one to ten characters long without any spaces between the characters. Numbers, letters, and punctuation can be used in the title.

The **STORE** switch  on the control panel is used to store documents. Be sure you look at the display while you're storing the document to see the messages.



ACTION

1 PRESS  to begin storing the document.

RESULT

The SPECIAL ENTRY light turns on and **#/TITLE:01/** appears in the display. (01 is the number the document will be stored under.)

Note: If you have other documents stored in the Memorywriter, your display will show a number other than 01.

2 TYPE the word **address** to give the document a title in addition to the number.

The title appears in the display, but nothing prints on the paper. **ITLE:01/address**

Note: If you did not want to title the document, you'd simply skip this step.

3 PRESS  again to finish storing the document.

PLEASE WAIT appears in the display as the document is stored. The SPECIAL ENTRY light turns off.

4 NOTICE that a new "empty" document appears in the display.

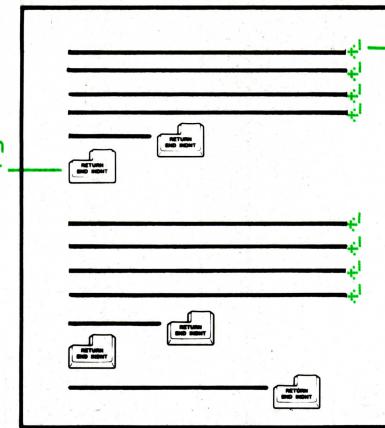
A beep sounds and a settings block  appears in the display to indicate the beginning of a new "empty" document for your next typing job.

Auto Return While Recording

The **AUTO RETURN** feature on the Memorywriter helps you type faster because you don't have to think about line endings when the **AUTO RETURN** switch is on. The carrier will automatically return for you when your typing nears the right margin, so you don't have to worry about typing past the margin. The only time you need to touch the **RETURN** key is at the end of short lines or at the end of paragraphs.

Later in the training, you'll learn that the Memorywriter can adjust the line lengths of your typing when you change margins or make editing changes in a recorded document. To be sure this adjustment can be done correctly, you must use **AUTO RETURN** whenever you type paragraphs.

The steps below will give you an opportunity to practice recording a document using **AUTO RETURN** and then storing the document. As you type, do not press **RETURN**, let the Memorywriter do it for you. (If you should accidentally press **RETURN** in the middle of a paragraph, simply press the **ERASE** key.)



So that your typing will be recorded, be sure **MEMORY** is turned on and a settings block is in the display.

ACTION

- 1 **PRESS**  to turn on the Auto Return feature.
- 2 **TYPE** the paragraph shown below, letting the Memorywriter return the carrier for you. (Don't worry about your line endings being the same as shown in the example.)

RESULT

The AUTO RETURN light turns on.

The carrier returns automatically when you type a space near the right margin. Notice the symbol for an auto return  shows in the display when the carrier has been returned.

The woods in the springtime are beautiful to behold. Adorned with flowers and newly budded green leaves, the woods bring to mind that life is often full of beauty and pleasure. Even the bird's songs sound happier in the spring!

CONTINUE on next page.

Auto Return While Recording — continued

ACTION

- 3 PRESS  to end the paragraph.
- 4 PRESS  again to separate the paragraphs.
- 5 TYPE the paragraph below, letting the Memorywriter return the carrier.

Next spring why not take time to go for a walk in the woods? Depending on where you live, this may be easily arranged or require some effort. However, seeing the woods in spring is an experience well worth the time and effort it takes.

- 6 END the paragraph by pressing 

(Do not continue to press RETURN to advance the paper out of the typewriter as these returns will be recorded in the document.)

Did you look at the display and notice the difference between the auto return  inserted by the Memorywriter and the required return  you typed? This is an example of how the display shows exactly what is recorded in a document.

- 7 PRESS  to begin storing the document.
- 8 TYPE the word **perfection** to give the document a title in addition to the number.
- 9 PRESS  again to finish storing the document.

The SPECIAL ENTRY light on the control panel turns on and the display shows the number for the document after the message: #/TITLE: 02/

The title appears in the display, following the slash after the number: E:02/perfection

Note: The number of your document may be different if other documents have been recorded.

PLEASE WAIT appears in the display as the document is stored and the SPECIAL ENTRY light turns off.

A beep sounds and a setting block  appears in the display to indicate the beginning of a new empty document for your next typing job.

When storing your own documents, the Reference Manual contains step-by-step instructions that you can refer to when you need help. To become familiar with the Reference Manual:

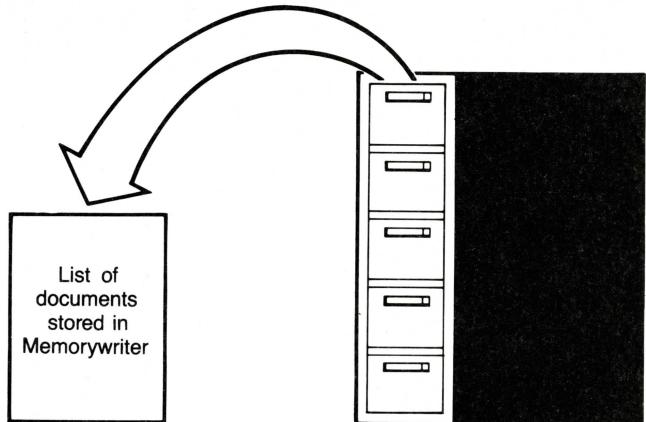
- 10 LOOK at the steps for **Storing Documents** on page 65 of the Reference Manual.

Note: When you've finished recording all your documents, you should turn off **MEMORY** by pressing the switch.

Keeping Track of Recorded Documents

You've learned a lot about the Memorywriter's features for recording. You've also learned that the Memorywriter can hold a number of documents. Now you may be wondering how you're going to remember what you've recorded. Once again, the Memorywriter has the solution!

Notice that the zero key  has the green label **LIST TITLES** over it. With a simple command from you, the Memorywriter will print out a list of all the documents stored in the Memorywriter. The list will show you each document's number and title. The list will also show how many more pages of typing will fit in the Memorywriter.



In addition to documents, the list will show what phrases and settings are stored in the Memorywriter. These features will be explained later in the training.

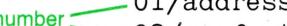
It's a good idea to print a list of the documents stored in the machine at the end of the day so you'll have it in the morning to refer to. Documents will remain stored in the Memorywriter until you clear them. If the Memorywriter is left off for over five days, the internal battery will weaken and possibly cause you to lose stored information. The battery can be recharged by leaving the Memorywriter on for 24 hours.

ACTION

- 1 HOLD down  and press  to print a list of the titles.

RESULT

A list of all documents prints out along with the approximate number of pages left for storing.

document number  01/address 
number of document  currently in display  02/perfection  document title (if a title was given)

*03/ 

stat.addre = Grant Tool Corporati 
memo.set 

Approximate number of pages remaining for memory use  04-05 PAGES LEFT

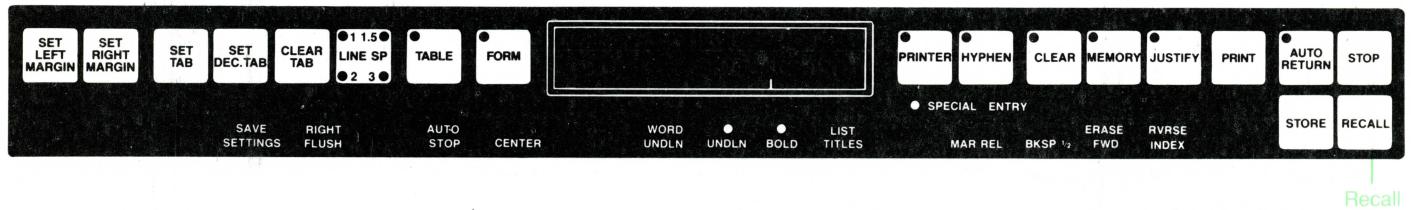
stored phrases titles and first 20 characters of phrase (explained later in the training)
Stored settings and set-ups (explained later in the training)

It's very important to check the number of pages remaining for storage in the Memorywriter. A "page" is about 2,000 characters, which means that a **full** page of typing may use more than one page of space. The document numbers may not always be in order and some numbers may be missing. This is normal.

Recalling a Document

The real benefit of storing documents is, of course, being able to recall them so you can print them, add or erase text, or change margins.

Recalling a document is really very simple. You know that documents are stored by number and title. So, to recall a document, you simply use the **RECALL** switch on the control panel and type the document's number or title.



Follow the steps below to recall the name and address document you typed and stored under the title "address".

ACTION

RESULT

- 1 **PRESS** **RECALL** to start recalling the document
- 2 **TYPE** the word **address** (for the title of the document).

#/TITLE? appears in the display and the **SPECIAL ENTRY** light turns on. The Memorywriter is asking for the title or number of the document to be recalled.

#/TITLE? address shows in the display as the title of the document you're recalling.

- 3 **PRESS** **RECALL** to finish recalling the document.

PLEASE WAIT appears momentarily and the **SPECIAL ENTRY** light goes off. When the Memorywriter locates the document and recalls it, you'll see a settings block **≡** and the beginning of the document.

Note: If the title is typed incorrectly or the document is not stored in the Memorywriter, you'll hear two beeps and see the message **NOT FOUND**. You may want to print a list of the titles and then repeat the recall procedure by typing the title **exactly** as it was recorded.

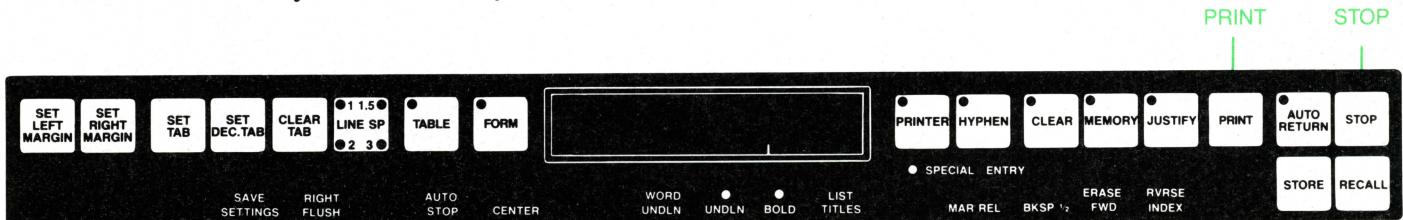
In the steps above, you recalled a document by typing its title. You can also recall a document by typing its number. For example, if the document has number 01 on the List Title print out, you can recall it by simply typing the number "1".

The steps for recalling a document are also listed in the Reference Manual.

- 4 **LOOK** at the steps for **Recalling A Document** on page 55 of the Reference Manual.

Printing a Document

Did you ever have to retype a document because the original was lost, or because someone spilled coffee on it? Well, the Memorywriter has a solution for that problem! You can print as many copies as you need of any document recorded in the Memorywriter's memory.



Follow the steps below to print the "address" document you just recalled. When the document has finished printing, it can be stored again.

ACTION

- 1 **INSERT** paper in the typewriter.
- 2 **PRESS** to print the document.

RESULT

The document prints out. When printing is finished, you'll see the end of the document in the display.



When a stored document has been recalled to the display, the **STORE** switch is used to remove it from the display. It is not necessary to type a title again.

- 3 **PRESS** twice to store the document again. (It is not necessary to type a title when you store the document for the second time.)

The document is removed from the display and a new "empty" document appears in the display.

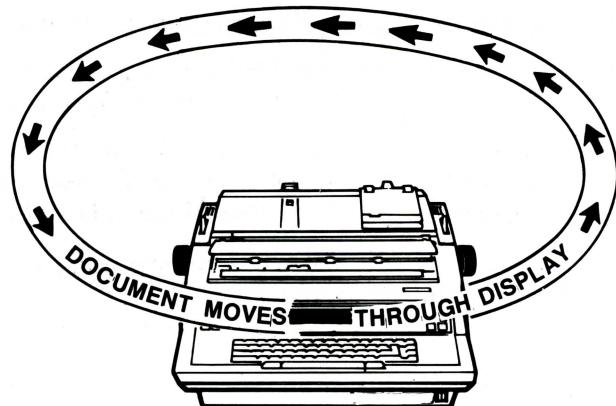
Note: If you need to stop a document from printing, simply press the **STOP** switch on the control panel. Pressing the **PRINT** switch again will start the document printing again.

If you'd like more practice recalling and printing documents, repeat the steps to recall and print the "address" document again. You may wish to practice pressing **STOP** to stop printing.

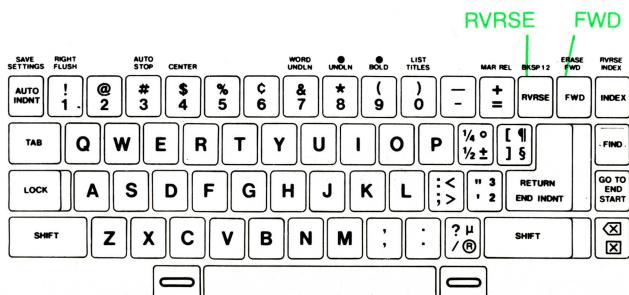
Moving a Document Through the Display

You've just seen how easy it is to recall a document and print it. There may be times when you want to recall a document and look at it in the display, without printing it.

When you look at a document in the display, you'll see all the typed characters, spaces and symbols recorded in the document. At the beginning of the document, you'll see the settings block and at the end you'll see the last characters. In between, you'll see everything recorded in the document moving through the display as though it were one long line of characters.



Characters are moved forward through the display by pressing the **FWD** key. Characters can be moved backward by pressing the **RVRSE** key.



Follow the steps below to recall and look at the document you typed earlier and stored under the title "perfection." The exercise will begin by printing the characters as they move through the display, so be sure you have paper in the typewriter.

ACTION

- 1 RECALL the document as follows:
 - Press **RECALL**
 - Type the title **perfection**
 - Press **RECALL** again
- 2 PRESS **FWD** several times to move forward through the document.
- 3 HOLD down **FWD** to move through the text more quickly.

RESULT

Notice the settings block is to the left of the display pointer and the first word of the document is to the right.

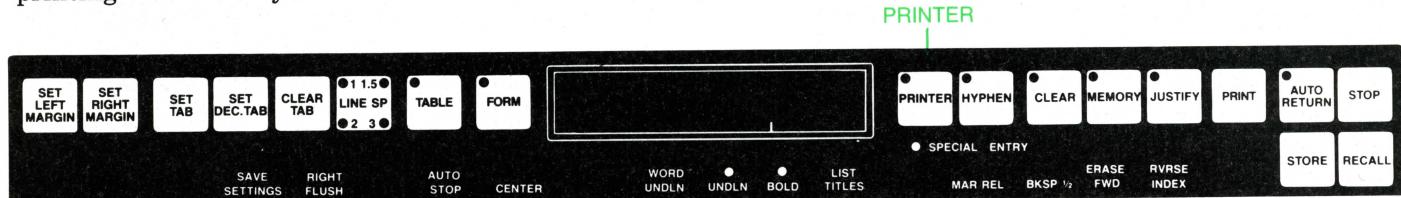
≡ The w

*The text moves past the display pointer one character at a time. The characters also print on paper if the **PRINTER** switch is on.*

Moving a Document Through the Display — continued

You can also look at a document in the display without printing it.

The **PRINTER** switch (do not confuse it with the **PRINT** switch) on the right side of the control panel is used to turn the Memorywriter's typing mechanism off. This allows you to move characters through the display without printing them. Always turn off **PRINTER** when using **RVRSE** in the display.



ACTION

- 1 **PRESS** to turn off the printer.
- 2 **PRESS** to move characters through the display.
- 3 **PRESS** to move characters back through the display.

Note: The **RVRSE** key reverses the keystrokes already typed. If you want to backspace the printer rather than reverse text through the display, you'll need to hold down while you press . (See page 16 in the Reference Manual.)

RESULT

The PRINTER switch light goes off.

The characters move forward through the display but do not print.

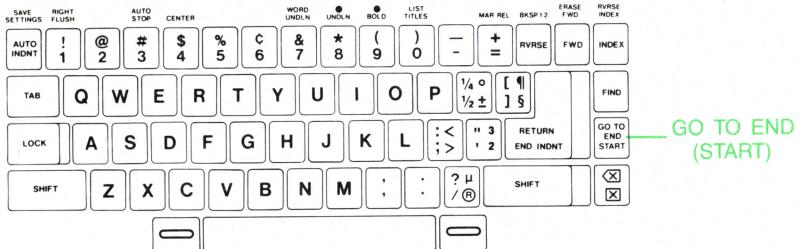
The text reverses through the display one character at a time.



Moving to the Beginning and End of a Document

The Memorywriter has another key to help move through a document in the display.

It's the **GO TO END (START)** key . This key is used to quickly get to the end or the beginning of a document.



ACTION

- 1 **PRESS** to quickly move to the end of the document.
- 2 **HOLD** down and press to move to the beginning of the document.
- 3 **STORE** the document by pressing twice.

RESULT

PLEASE WAIT appears in the display as the Memorywriter moves to the end of the document. The end of the document is displayed to the left of the pointer.

fort it takes.

PLEASE WAIT appears as the Memorywriter moves to the start of the document. Then the beginning of the document is displayed. **The w**

The printer will move to the left margin if it is not currently there.

Typing Without the Printer

You've just seen that you can view a recorded document in the display without printing it. You can also type a new document without printing it. This allows you to correct mistakes in the display and then print a perfect copy.

Follow the steps below to practice typing without the printer. Since you'll be typing a paragraph, be sure you use the **AUTO RETURN** feature. Before you begin, be sure **MEMORY** is on. When **MEMORY** is **on**, you can type with the **PRINTER** off. However, you can't type with the **PRINTER** off if **MEMORY** is off.

ACTION	RESULT
1 BE SURE  is off and  is on .	<i>The PRINTER switch light is off when the printer is turned off.</i>
2 TYPE the paragraphs below, remembering to let the Memorywriter put in the returns for you. Only press RETURN at the end of each paragraph. Use  to erase any typing errors, then retype the correct characters.	<i>The characters appear in the display but do not print. The Memorywriter will beep when the typing approaches the right margin. Do not touch return. When you type a space, the Memorywriter will insert an auto return.</i>

The tourist industry is very important to Alpine countries. Visitors come from all over the world to enjoy the spectacular scenery and the renowned skiing and mountain climbing.

Dairy farming and forestry are also important contributing economic factors.

Did you look at the display while you were typing? The display can be used to see what you've typed and to check for typing errors.

After the document has been typed, you can print and store it. Your printed document may have line endings that are different from the example. This is normal, since the Memorywriter will end the lines according to the margins set in your typewriter.

- 3 HOLD** down  and press  to return to the start of the document.
- 4 INSERT** paper in the typewriter.
- 5 PRESS**  to print the document.
- 6 STORE** the document as follows:
 - Press 
 - Type **alpine** for a title
 - Press  again

PLEASE WAIT appears in the display. Then a beep sounds and the beginning of the document appears in the display.  The **t**

The document prints out and the end of the document is shown in the display, to the left of the pointer.

onomic factors 

Reviewing What You've Learned

- By simply turning on the **MEMORY** switch before you begin to type a document, everything you type will be remembered by the Memorywriter.
- Everything typed will be recorded in the document and shown in the display.
 - is the setting block symbol for margins and tabs
 - is the required return symbol for returns typed from the keyboard
 - is the auto return symbol for auto returns put in by the Memorywriter.
- When typing paragraphs, the **AUTO RETURN** switch should be on. The only time you should type a return is at the end of paragraphs or short lines.
- When you've finished typing a document, store it so you can begin the next document.
- The Memorywriter will automatically give the document a number. You may also give it a title when you store it.
- Once a document is stored, it can be recalled to the display to be printed, edited or simply viewed by pressing the **RECALL** switch, typing the document number or title, and pressing **RECALL** again.
- A list of all documents stored in the Memorywriter can be printed by holding down the **FEATURES** key and pressing the zero key.
- Pressing the **FWD** key moves the characters forward in the display. If **PRINTER** is on one character at a time prints.
- **RVRSE** moves the characters backward in the display.
- **Erase** is used to remove characters from the display and from the paper if **PRINTER** is on.

Recording Margins, Tabs and Line Spacing

In this section, you'll learn how to record settings and change settings in the middle of a document.

Settings Blocks	29
Changing Settings at the Beginning of a Document	29
Changing Settings in the Middle of a Document	32
Printing a Set-Up Line	33
Reviewing what you've Learned	35

Settings Blocks —

At the beginning of this manual you learned how to set margins, tabs and line spacing on your Memorywriter.

You've already seen the settings block symbol  in the display. This symbol lets you know that the commands for margins, tabs, and line spacing are recorded at this point in the document.

Of course, each document will have a settings block at the beginning. Documents can also have settings blocks in the middle of them. Any time margins, tabs or line spacing are changed in a document, a settings block will be recorded to indicate the change. After you've given the command to the Memorywriter, it will remember... so you don't have to!

Changing Settings at the Beginning of a Document —

Whenever you store a document or turn on the **MEMORY** switch, a settings block symbol  appears in the display at the beginning of the new document. The Memorywriter automatically records the margin, tab and line spacing information that is currently in the Memorywriter at the beginning of the new document.

Often times you may want to use different margins, tabs or line spacing than those currently in the typewriter. You set margins, tabs and line spacing in Memory just like you set them when using the Memorywriter like a typewriter. The only difference is that you will see the settings block symbol  each time you press the **SET LEFT MARGIN**, **SET RIGHT MARGIN**, **CLEAR TAB**, **SET TAB**, **SET DEC. TAB** or **LINE SP** switches.

Follow the steps on the next page to practice setting margins, tabs and line spacing in memory.

Changing Settings at the Beginning of a Document — continued

ACTION	RESULT
<p>1 TURN on  and  if they are not already on.</p>	
<p>2 IF carrier is not at the left margin, press </p>	
<p>3 HOLD down  and press  to release the left margin.</p>	<p>One beep indicates the margin is released.</p>
<p>4 PRESS  five or six times to move to a new left margin position.</p>	<p>A reverse symbol  appears in the display each time you press the RVRSE key.</p>
<p>5 PRESS  to set a new left margin.</p>	<p>One beep sounds and a new settings block  appears to indicate the new margin is set.</p>
<p>6 PRESS the center of  twice to change to double spacing.</p>	<p>Two settings blocks   appear to indicate that double (2) line spacing has been recorded.</p>
<p>7 PRESS  to clear all tabs.</p>	<p>One beep indicates that all tabs are cleared. A settings block  appears to show that the clear tab command was recorded.</p>
<p>8 PRESS the space bar five or six spaces to move to the tab location.</p>	<p>The spaces will show as "blanks" in the display.</p>
<p>9 PRESS  to set a tab.</p>	<p>One beep indicates a tab has been set and a settings block  appears in the display to show the tab is recorded.</p>
<p>10 PRESS the space bar five more times and press  to set a tab.</p>	<p>One beep indicates the tab has been set and another settings block appears in the display.</p>
<p>11 CHECK to be sure  is off so the carrier won't return when you're spacing over to a new right margin.</p>	
<p>12 SPACE over forty or fifty spaces for a new right margin location.</p>	<p>Blank spaces appear in the display.</p>
<p>13 PRESS  to set a new right margin.</p>	<p>One beep indicates the margin is set and the display shows a new settings block.</p>
<p>14 PRESS  to complete the settings and return to the left margin where your typing will begin.</p>	<p>The carrier returns to the left margin and the display shows a return after the last settings block  .</p>

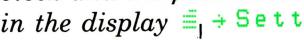
CONTINUE on the next page.

Changing Settings at the Beginning of a Document — continued

ACTION	RESULT
15 TURN on 	
16 PRESS  and type the following paragraph.	

Setting margins and tabs on the Memorywriter is very quick and easy. All you do is move the carrier to the desired position and press the setting switch on the control panel.

- 17** END the paragraph with two carrier returns.
- 18** GO back to the beginning of the document by holding down  and pressing

PLEASE WAIT appears in the display. The settings block and the first characters of the document appear in the display 

Notice that there is only one settings block at the beginning of your document. When you go back to the beginning of a document, the Memorywriter will automatically combine all the settings blocks into one block.

When the Memorywriter combines the settings, it uses the last setting command you gave. So, for example, if you set a tab and then decided to clear it and set another one, the Memorywriter would not include the cleared tab in the combined settings block.

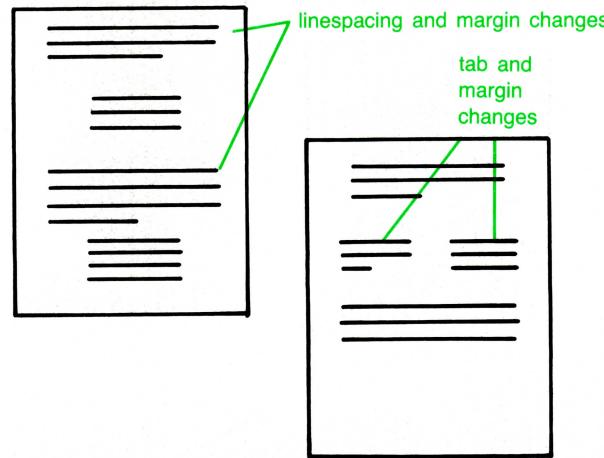
Changing Settings in the Middle of a Document

Do you type documents that use different margins or different line spacing for portions of the text within the document? Well it's just as easy to change settings in the middle of a document as at the beginning.

The illustration at the right shows some examples of where different settings are used in the middle of documents.

When **MEMORY** is on, the settings will be recorded in the document at the point where you change them. **Settings in the middle of the document will never be combined with the settings block at the beginning of the document.**

The only rule you must follow when changing settings in the middle of a document is that the carrier must be at the **left margin before** you change the settings. And, the carrier must be returned to the left margin **after** you change the settings. **That is, press RETURN, change settings, and press RETURN, again.**



Follow the steps below to practice changing settings in the document you just typed. At this point, the beginning of the document you typed on page 31 should be in the display. Use the steps below to go to the end of the document, change settings and add more text to it.

ACTION

- 1 **PRESS**  to go to the end of the document.
- 2 **BE SURE** there are two return symbols typed at the end of the document, if not, press **RETURN**.
- 3 **BE SURE**  is on.
- 4 **SPACE** over five spaces and set a new left margin.
- 5 **CHANGE** the line spacing to single (1).
- 6 **PRESS**  to complete the settings.

RESULT

The end of the document appears in the display.

The return symbol  will put the carrier at the left margin so you can change settings.

The spaces and a settings block  appear in the display.

A settings block  will display each time you press the LINE SP switch.

This finishes the settings and returns the carrier to the left margin. A return symbol appears after the last settings block.  .

CONTINUE on the next page.

Changing Settings in the Middle of a Document — continued

ACTION

RESULT

7 TYPE the paragraph below letting the auto return feature return the carrier for you.

Note: One beep will indicate that a margin or tab has been set. If MEMORY is on, a settings block will appear in the display to show the new setting has been recorded.

8 END the paragraph with a return.

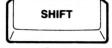
If you'd like, you can insert a clean sheet of paper and press the PRINT switch to print a copy of the document. When the PRINT switch is pressed at the end of a document, it will automatically go back to the beginning of the document and print it out.

9 STORE the document under the title margins as follows:

- Press **STORE**
- Type the title **margins**
- Press **STORE**

Printing a Set-Up Line

You have learned that the symbol for recorded settings is  . There may be times when you want to know exactly what settings information that symbol contains. You can find out by printing a set-up line. The set-up line shows where the margins and tabs are set as well as what printwheel is in the Memorywriter.

The keys used to print a set-up line are FEATURES  , SHIFT  and five  . Follow the steps below to print set-up lines for the document you typed in the last exercise.

ACTION

RESULT

1 RECALL the document margins as follows:

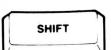
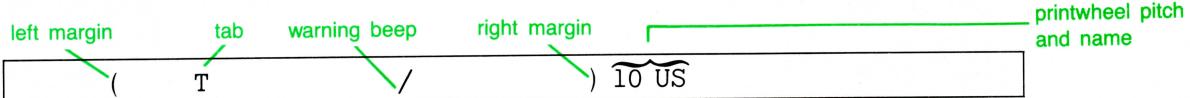
- Press **RECALL** , type **margins**, press **RECALL**

2 BE SURE you have paper in the typewriter.

3 BE SURE **PRINTER** is on and the carrier is at the left margin.

CONTINUE on next page.

Printing a Set-Up Line — continued

ACTION	RESULT
<p>4 HOLD down both  and  and then press .</p> 	<p>A set-up line for the first settings block prints. It should look similar to the one below.</p>

A complete listing of all set-up line symbols is given on page 62 in the Reference Manual.

Follow the steps below to print a set-up line for the settings changes that you made in the middle of the document. Since settings blocks in the middle of a document do not combine, it's important to move **all** the new settings blocks **past** (to the left of) the pointer in the display. Moving the settings block past the pointer is what reads the new settings into the Memorywriter.

ACTION	RESULT
<p>1 TURN OFF  so you can move characters in the display without printing.</p> <p>2 PRESS  to move to the beginning of the second paragraph which begins with the word Note:</p>	<p>The new settings blocks are read by the Memorywriter as they pass the display pointer.</p> <p>nel.   Note:</p>



All the settings blocks should be to the **left** of the pointer. If you go too far, simply press **RVRSE**.

<p>3 TURN ON  and press  to be sure the carrier is at the left margin.</p> <p>4 HOLD down both  and  and then press .</p> <p>5 PRESS  to erase the return you just typed.</p> <p>6 PRESS  twice to store the document.</p>	<p>A new set-up line prints out.</p>
	<p>The document is stored and a setting block  appears in the display to show the beginning of a new document.</p>

Reviewing What You've Learned

- Refer to the Reference Manual when you need help. The steps for setting margins, tabs, and line spacing are listed alphabetically in the “HOW TO” section beginning on page 11.
- Margins and tabs are changed by turning the **PRINTER** on, spacing to the desired location, and pressing the appropriate switch. When all settings have been changed, pressing **RETURN** completes the settings.
- When setting the right margin, make sure **AUTO RETURN** is off so the carrier doesn't automatically return.
- **MAR REL** is used to set a left margin to the left of the current left margin.
- Margins, tabs, and line spacing are recorded in settings blocks  when **MEMORY** is on.
- Margins, tabs, and line spacing can also be set without using **MEMORY**, when you don't want to record your typing.
- When several setting changes have been made at the **beginning** of a document, the Memorywriter will automatically combine them into one settings block. It will not combine settings blocks for changes made in the **middle** of a document, so you'll see a settings block in the display for each setting change.
- Any time you want to know what settings are in a settings block, you can print out a set-up line using the **FEATURES+ SHIFT** and **5** keys. The carrier must be at the left margin and **PRINTER** must be on..
- The settings recorded in a settings block  will be read into the typewriter when the settings block passes to the left of the pointer.

CREATING AN ATTRACTIVE DOCUMENT

In this section, you'll learn to use some of the Memorywriter's features that make typing easier and improve the appearance of your typed documents.

Centering Between the Margins	36
Underlining Made Easy	38
Bolding to Add Emphasis	39
Practicing What You've Learned	40
Indenting Text	40
Reviewing What You've Learned	43

Creating an Attractive Document

The 620 Series Memorywriter has features that can be used to improve document appearance quickly and easily. On the following pages you'll learn how to use the features shown below.

automatic centering	Automatic Centering of Text
automatic underlining	The Xerox Memorywriter makes it easy to underline one <u>word</u> or a <u>series of words</u> .
automatic bold printing	Bolding is also done automatically for you. Bolding is an easy way to add emphasis to a document.
automatic indenting	Indenting is also automatic on your Memorywriter. You only need to tab on the first line of a paragraph and the Memorywriter automatically returns to the tab stop on every line for you.

Centering Between the Margins

Have you ever wished that you could tell your typewriter to center a heading quickly — without going through the process of spacing over and counting characters? Well, the Memorywriter can center headings for you automatically!

To center a heading between margins, you simply give the center command while the carrier is at the left margin. The Memorywriter will then figure the distance between the left and right margins and place your heading exactly in the middle.

Notice the number 4 key  has the green word **CENTER** above it. Using the **FEATURES** key with the 4 key gives the center command. Since the Memorywriter figures the distance between the left and right margin, it is very important to be sure both margins are set correctly for the document before you give the center command.

For this exercise, be sure **MEMORY** is on so your document will be recorded.

ACTION

- 1 **INSERT** paper in the typewriter and, for this exercise, be sure  is on.

- 2 **PRESS**  to be sure the carrier is at the left margin.

RESULT

Centering Between the Margins — continued

Research Testing
New Jersey Division
6/11/82

ACTION

- 3 HOLD down  and press  to give the center command.
- 4 TYPE the heading Research Testing
- 5 PRESS  to end the centered heading.

You may have noticed that the SPECIAL ENTRY light on the control panel goes on when you give the centering command and goes off when you finish centering. This light is used to tell you when you've given a special command and are typing text, such as a centered heading, that is not being entered in the document in the normal way.

RESULT

A  appears in the display to indicate a center command has been given. The SPECIAL ENTRY light turns on and when PRINTER is on, the carrier moves to the center between the margins.

The  and the text appear in the display and the carrier backs up but nothing prints.

The centered heading prints and the SPECIAL ENTRY light goes off.

- 6 PRESS  so that you can see how centering works with the printer off.
- 7 HOLD down  and press  to give the center command for the next heading.
- 8 TYPE the heading New Jersey Division and press RETURN.
- 9 CENTER the heading 6/11/82 on your own and press RETURN twice.
- 10 PRESS  to print the document.
- 11 LEAVE the document in the display for the next exercise.

The PRINTER switch light turns off.

A  appears in the display to indicate a center command has been given. The SPECIAL ENTRY light turns on but the printer does not move.

The heading appears in the display.

Note: You can cancel the center command by pressing STOP before you press return. This will clear the center symbol and the text from the display.

If you change the margins of the document after it is typed, the centered heading will automatically adjust to the new margins.

In addition to centering between the margins, you can also center over any point you choose. More information about centering is given in the Reference Manual section — **Centering at a Selected Point**, on page 84.

Underlining Made Easy

With the Memorywriter you can underline one word or a group of words automatically! No longer will you have to backspace and type underlines. Instead, simply give the Memorywriter the underline command.

The Memorywriter has two underline commands: one to underline a single word and one to underline a group of words.

The 7 key  has the green label WORD UNDLN above it and the 8 key  has the green label UNDLN above it. Using the FEATURES key with these keys gives the command to underline one word or a group of words.

ACTION

RESULT

- 1 **BE SURE**  is turned on so the Memorywriter will return the carrier for you.
- 2 **BE SURE**  is on so you can see how the Memorywriter underlines as you type.
- 3 **TYPE** the paragraph below, up to (but not including) the word **one**.

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

- 4 **TYPE** the word **one** (do not space after it).
- 5 **HOLD** down  and press  to underline the word "one".
- 6 **SPACE** once and continue typing up to, but not including, the word **group**
- 7 **HOLD** down  and press  to turn on continuous underline.
- 8 **TYPE** the text to be underlined.
- 9 **HOLD** down  and press  to turn off continuous underline.
- 10 **FINISH** typing the paragraph; leave the document in the display.

o n e appears in the display and the typewriter backs up and underlines the word.

The UNDLN light above the 8 key turns on to indicate continuous underlining is turned on.

Each character is underlined in the display and on the paper as you type.

The UNDLN light turns off.

You've seen that to underline one word, you type the word and give the WORD UNDLN command. To underline text continuously, you turn on UNDLN, type the text, and then turn off UNDLN.

Bolding to Add Emphasis

Want to add a little extra "zip" to the documents you type? The **bold printing feature** (which prints each character twice) can be used to add emphasis to headings and important words in any document.

Notice the 9 key  has the green word **BOLD** above it. The **BOLD** command works like the **UNDLN** command. You turn it on, type the text to be bolded, and then turn it off. (There is no key that will bold just one word the way **WORD UNDLN** does.)

ACTION

RESULT

- 1 **BE SURE**  is on so the Memorywriter will return the carrier for you in the paragraph.
- 2 **TYPE** the paragraph below, up to the word **emphasis**

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or **even an entire phrase** in any of your documents.

- 3 **HOLD** down  and press  to turn on bold.
- 4 **TYPE** the word **emphasis**
- 5 **HOLD** down  and press  to turn off bold.
- 6 **TYPE** up to the word **even**
- 7 **HOLD** down  and press  to turn on bold.
- 8 **TYPE** the words to be bolded.
- 9 **HOLD** down  and press  to turn off bold.
- 10 **FINISH** typing the paragraph.

The BOLD light above the 9 key turns on.

emphasis appears in the display with a small dot below each letter to indicate it is bolded. The letters also print bolded as you type them.

The BOLD light turns off.

The BOLD light turns on.

The BOLD light turns off.

Practicing What You've Learned

Now that you've seen how quick and easy centering, underlining, and bolding are, you may want to practice them on your own before you go on. (You may wish to turn the **PRINTER** off and simply type in the display, then print out the document when finished.) Remember, when centering between the margins, the carrier must be at the left margin when you give the command. If you want to underline a centered heading, turn on **UNDLN** before you give the center command.

If you use **BOLD** and **UNDLN** together, the text in the display will have both an underline and a dot below it to indicate both features were used: **text**

Refer to the "HOW TO" section of the Reference Manual if you need help. The features are listed alphabetically.

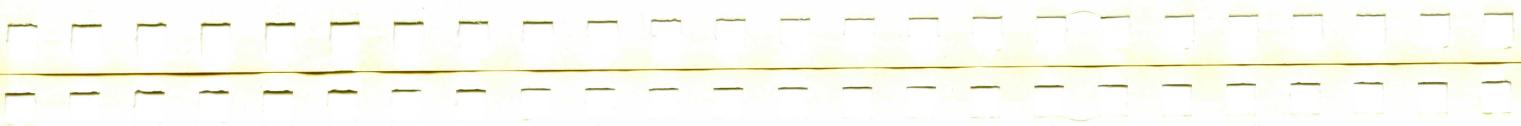
ACTION

RESULT

1 WHEN finished practicing, store the document under the title **fancy** as follows:

- Press **STORE**
- Type the title **fancy**
- Press **STORE** again

Note: In the exercise you used bold, underline and centering on a document that was being recorded. You can also use these features without turning on **MEMORY**.



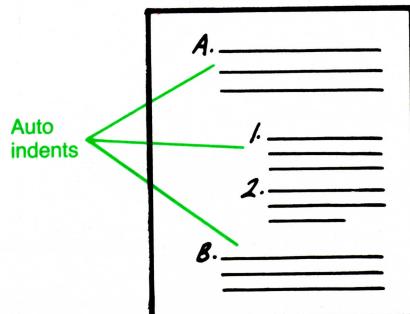
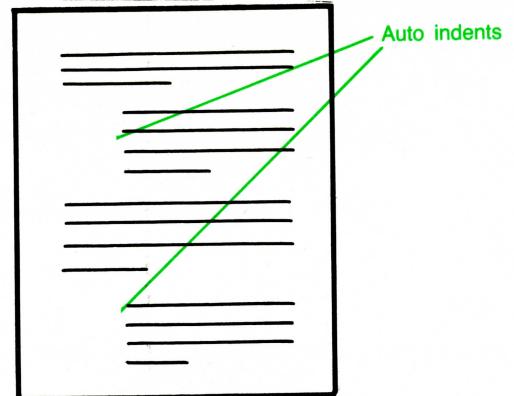
Indenting Text

The Memorywriter has a feature that will make typing indented text faster and easier. The documents at the right show examples of indented text.

Notice the **AUTO INDNT** key  above the **TAB** key. This key can be used to set a "temporary" left margin at the indent position. Simply tab to the position where the indented text should begin and press **AUTO INDNT**.

Notice the **RETURN** key  has green words **END INDNT** on it. When you've finished typing the indented text, simply press **FEATURES** and **RETURN** to end the indent and move back to the left margin.

Follow the steps on the next page to practice using the **AUTO INDNT** feature. For this exercise, you'll record your document in Memory. When you're typing other documents, you can also use **AUTO INDNT** without turning on **MEMORY**.



Indenting Text — continued

Before you start the exercise, be sure **MEMORY** is turned on so your typing will be recorded.

ACTION	RESULT
1 PRESS  and set a tab five spaces from the left margin. (Remember to turn the PRINTER on before clearing or setting a tab. Refer to the "HOW TO" section of the Reference Manual if you need help.)	<i>Spaces and settings blocks  appear in the display.</i>
2 PRESS  to complete the settings.	<i>The display shows a return symbol after the last settings block .</i>
3 TURN ON  so the carrier will return for you.	
4 PRESS  once to move to the indent location.	<i>The display shows a tab symbol .</i>
5 PRESS  to set the indent.	<i>The display shows the symbol for auto indent .</i>
6 TYPE the first two paragraphs below, letting the Memorywriter return the carrier for you. (Press RETURN only at the end of each paragraph.)	

Outline formats can be a very effective way of presenting material that is subdivided into many sections and covers a great many details.

Outlines are frequently used when making notes on all the facts about a subject or all the topics covered by a book.

The Memorywriter has good news for typing outlines:

7 **HOLD** down  and press  to end the indent.

A settings block and return   appear in the display to indicate a return to the original left margin.

It's very important to end the auto indent by holding down **FEATURES** and pressing the **RETURN** key. This will return the carrier to the original left margin. The **RETURN** alone will not end the indent.

8 **TYPE** the last line shown above and then press **RETURN** twice.

CONTINUE on the next page to practice setting another auto indent after typing text at the left margin.

Indenting Text — continued

ACTION	RESULT
9 PRESS  and  to move to and set the indent.	§ outlines:  shows in the display.
10 TYPE the indented paragraph below.	

All you do is tab to the indent level and press the AUTO INDNT key. From then on, the Memorywriter will use the indent level as the left margin, saving you the time it would take to tab over on each line.

11 **HOLD** down  and press  to end the indent.

A settings block and return  appear in the display to indicate a return to the original left margin.

Note: Because AUTO INDNT temporarily changes the margins, if text is to be centered between the left and right margins, center the text before turning on AUTO INDNT.

12 **STORE** the document under the title **indent** as follows:

- Press 
- Type the title **indent**
- Press  again

The auto indent feature can also be used to indent text from the right margin as well as from the left margin. If you have text that must be indented from both margins, refer to page 87, **Indenting Both Margins Automatically** in the Reference Manual for instructions.

Reviewing What You've Learned

- The Memorywriter has a number of time-saving features that you can use when typing: automatic underlining, bolding, centering, and auto indent.
- Centered text will be shown in the display with the center symbol  in front of it.
- An auto indent (temporary left margin) can be set by tabbing to the desired location and pressing the **AUTO INDNT** key. When the indented material has been typed, end the indent and return to the original left margin by holding down **FEATURES** and pressing **RETURN**.
- Underlined text will be shown in the display as underlined.
- Bolded text will be shown in the display with a dot under each character.

CORRECTING ERRORS IN MEMORY

In this section, you'll learn how to make editing changes to documents recorded in memory.

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Changes Made Easy

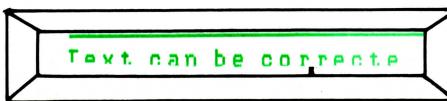
If you frequently have to retype documents because someone decides to make a change, the Memorywriter is the typewriter for you!

Any recorded document can be recalled and changed, then printed out again. If you frequently do "first drafts", "second drafts" and at last a final, the Memorywriter will give you a new point of view when work comes back for changes.

You already know how to record your work in the Memorywriter. You've also practiced recalling a document, looking at it in the display, and printing it out. In this section, you'll learn how to make changes to the document in memory.

Making changes can be divided into two steps: (1) Locating the text to be changed and (2) adding or erasing text.

The pointer on the display is used to position the text before making a change. When a character is to the **left** of the pointer, pressing the **ERASE** key will erase the character. When a character is to the **right** of the pointer, holding down **FEATURES** and pressing **FWD** will erase the character. Notice the green words **ERASE** **FWD** above the **FWD** key,



Correcting Text

Follow the steps below to recall the document you typed earlier titled: "perfection" and make the corrections shown on the next page. For this exercise you'll turn the **PRINTER** off and make the corrections in the display. Then you can print the document with **AUTO RETURN** turned on so that line lengths will be automatically adjusted on the lines where text was added or deleted.

ACTION

1 RECALL the document **perfection** as follows:

— Press **RECALL**

— Type the title **perfection**

— Press **RECALL** again

2 TURN OFF **PRINTER** if it is on.

3 PRESS **FWD** until the display pointer is between the "d" and "s" in "woods." (If you go too far press the **RVRSE** key to move back.)

RESULT

The beginning of the document appears in the display.

Note: If the title is not typed correctly, you'll hear two beeps and see the message **NOT FOUND**. Print a list of titles (**FEATURES** + **O** key) to see how the title is recorded and try the recall steps again.

The changes will show in the display and not print on the paper.

≡ The woods in

CONTINUE on the next page.

Correcting Text — continued

land The woods in the springtime are beautiful to ~~see~~ behold. Adorned with flowers and ~~newly~~ budded green leaves, the woods bring to mind that life ~~is~~ often full of beauty and pleasure. Even the bird's songs sound *can be* happier in the spring!

Next spring, why not take time to go for a walk in the woods? Depending on where you live, this may be easily arranged or require some effort. However, seeing the woods in spring is an experience well worth the time and effort it takes. *to arrange*

ACTION

RESULT

1 TYPE the word **land**

The characters you type are added to the text in the display. The woodlands in

2 PRESS  until the pointer is in front of the word "behold".

e beautiful to behol

3 HOLD down  and press  to erase each of the characters in the word "behold"

Each time you press the FWD key, one character to the right of the pointer is erased.

4 TYPE the word **see**

(Check to be sure there is a space before the word "see" and the period after it. (If you accidentally erased the period, type it in.)

nd newly budded gree

5 PRESS  until the words "newly budded" are to the left of the pointer.

ith flowers and gree

6 HOLD down  until the words "newly budded" are erased, then release the key.

effort it takes.

7 MAKE the change to "is often" on your own.

8 PRESS  to move to the end of the document.

9 PRESS  to move the pointer between the "s" in "takes" and the period.

10 TYPE a space and the words **to arrange**

CONTINUE on the next page.

Correcting Text — continued

The **AUTO RETURN** feature is always used to print documents after editing. Lines that end with an auto return (a return that the Memorywriter put in for you), will be adjusted wherever text has been added or deleted.

For example, the Memorywriter would not be able to adjust the text in **Example A** because each line ends with a required return (a return you typed).

The text in **Example B** can be adjusted because it contains temporary returns (returns the Memorywriter puts in) which the Memorywriter can convert to spaces.

Example A

When typing in memory, you have the option of turning the Printer off. The only time the Printer must be on is when setting margins and tabs.

Example B

When typing in memory, you have the option of turning the Printer off. The only time the Printer must be on is when setting margins and tabs.

If your document was typed with required returns at the end of each line, you can erase each return and replace it with a space. (Do not erase the returns at the end of paragraphs.) The line endings will then adjust when the document is printed with **AUTO RETURN** on.

Note: When using **AUTO RETURN** with edited documents, there may be auto returns in the display that do not print because the Memorywriter automatically adjusts the line lengths and will ignore an auto return if it is not at the margin. Therefore, you do not need to be concerned about the placement of auto returns in the text.

ACTION

- 11 INSERT paper in the typewriter.
- 12 BE SURE  is on so that line endings will be adjusted.
- 13 HOLD down  and press  to go to the start of the document.
- 14 PRESS  to print a copy of the changed document.
- 15 HOLD down  and press  to go to the beginning of the document. Leave the document in the display for the next exercise.

RESULT

After a few seconds, the beginning of the document appears in the display.

FINDing Text in a Document

You've already learned how to locate text in the display using the **FWD** and **RVRSE** keys.

The **FIND** key  can be used to find (locate) text automatically. All you need do is press the **FIND** key, type the text you want to find, and then press **FIND** again to begin the search. The Memorywriter will then quickly search forward in the document from the position of the pointer until it finds text that matches the text you typed. This method of locating text is faster than pressing **FWD**.

Follow the steps below to practice using **FIND** while editing the document you typed earlier and stored under the title "perfection". The first editing change is in front of the word "beautiful", so that's the word you'll tell the Memorywriter to find.

truly

The woodlands in springtime are **beautiful** to see. Adorned with flowers and green leaves, the woods bring to mind that life can be full of beauty and pleasure. Even the bird's songs sound happier in the spring!

Next spring, why not take time to go for a walk in the woods? Depending on where you live, this may be easily arranged or require some effort. However, seeing the woods in spring is an experience well worth the time and effort it takes to arrange.

ACTION

- 1 **BE SURE** you are at the beginning of the document.
- 2 **PRESS**  to begin finding the word "beautiful".
- 3 **TYPE** the word **beautiful** (If you make an error, use the **ERASE** key — the word must be typed exactly as it's recorded in the document.)
- 4 **PRESS**  again to find the word.

RESULT

≡ **THE w** appears in the display.

FIND: appears in the display, asking you what text you want to find. The **SPECIAL ENTRY** light also turns on.

FIND:beautiful appears in the display.

PLEASE WAIT appears in the display as the Memorywriter searches forward through the document for the word.

springtime are, beaut appears in the display. The word "beautiful" is to the right of the pointer.

Note: If the Memorywriter cannot find the word, **NOT FOUND** will appear in the display and the printer will be at the end of the document. Press **STOP** and repeat the **FIND** instruction, typing the word **exactly as it appears in the document**.

CONTINUE on the next page.

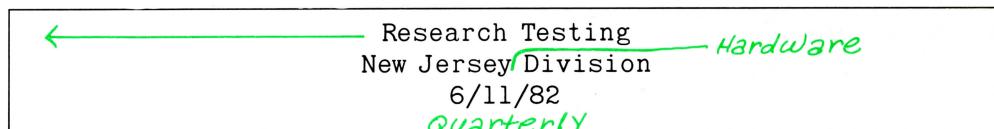
FINDing Text in a Document — continued

ACTION	RESULT
5 TYPE the word truly and a space.	time are truly, beaut shows in display.
6 TELL the Memorywriter to find the words time and as follows: — Press 	Notice FIND: beautiful appears in the display until you start typing new text. If you wanted to search to the next occurrence of the same word, you could simply press FIND again without retyping the word.
— Type time and	
— Press  again	
7 HOLD down  and press  to erase the words "time and".	
8 GO TO the start of the document.	
9 TURN ON  if not already on, so the line endings will be adjusted.	
10 PRINT the document.	
11 PRESS  twice to store the revised document.	

Editing Centered Text

So far you've learned that you can make corrections to the text in a document by editing it in the display. You can also make corrections to the commands and symbols recorded in a document.

Follow the steps below to "uncenter" a heading, add text to a centered heading, and add a new centered heading. Use the document typed earlier and stored under the title "fancy". The editing changes to be made are shown below.



ACTION	RESULT
1 RECALL the document as follows: — Press  — Type the title fancy — Press 	
2 TURN off  so you can edit in the display without printing.	

CONTINUE on the next page.

Editing Centered Text — continued

← Research Testing ~~Hardware~~
New Jersey Division
6/11/82
Quarterly

ACTION

- 3 BE SURE the command is to the right of the pointer and then hold down  and press  to erase the center symbol.
- 4 PRESS  until the display pointer is in front of the word "Division"
- 5 TYPE the word **Hardware** (Be sure to type a space after the word.)
- 6 PRESS  until the display pointer is to the **right** of the return after the centered heading "6/11/82"

RESULT

~~Rese~~ When the center symbol  is erased, the text will print at the left margin (no longer centered). Center symbols can be erased using ERASE FWD.

~~ng~~ New Jersey Divis

The new word is added to the heading. The Memorywriter will automatically refigure the center position when text is added to or deleted from a centered heading.

ision  6/11/82  With

- 7 HOLD down  and press  to give the center command for the new heading.
- 8 TYPE the new heading **Quarterly**
- 9 PRESS  to end the centering command.
- 10 PRINT the document as follows:
 - Hold down  and press  to go to the start of the document
 - Insert paper in the typewriter
 - Press 
- 11 LEAVE the document in the display for the next exercise.

A center symbol  is displayed between the two returns.

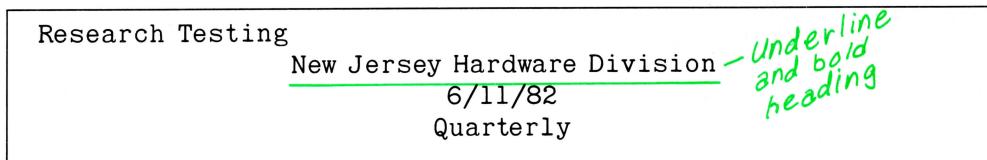
The display goes blank except for the center symbol and the heading  Quarterly.

The document returns to the display.

Note: A center command cannot be added to previously typed text. The text must first be erased, the center command entered and then the text to be centered retyped. See page 20 of the Reference Manual for detailed instructions.

Adding Underlining and Bolding

Underlining and bolding can easily be added to a document after it's typed. Follow the steps below to add underlining and bolding in the document "fancy".



ACTION

RESULT

- 1 **HOLD** down  and press  to go to the beginning of the document.
- 2 **TURN** off  so you can edit in the display without printing.
- 3 **PRESS**  until the display pointer is to the left of the center symbol for the heading "New Jersey Hardware Division".

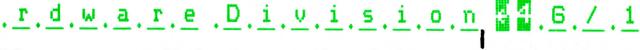
search Testing   New

- 4 **HOLD** down  and press  to turn on underline.
- 5 **HOLD** down  and press  to turn on bold.
- 6 **PRESS**  until the text "New Jersey Hardware Division" is moved to the left of the pointer.
- 7 **HOLD** down  and press  to turn off underline.
- 8 **HOLD** down  and press  to turn off bold.
- 9 **LEAVE** the document in the display for the next exercise.

The UNDLN light turns on and text to the right of the display pointer is underlined.

The BOLD light turns on and text to the right of the display pointer has the bold symbol (a dot) under it.

The text has the underline and bold symbols under it as you move through the display.



The UNDLN light turns off and the text to the right of the display pointer no longer appears underlined.

The BOLD light turns off and the text to the right of the display pointer no longer appears bolded.

You've just seen that underlining and bolding can be added at the same time. You can also add them separately. Either one (or both) is added by positioning the first character to the right of the pointer, turning on bold or underline, and moving the text past the pointer. When the correct amount of text has been moved past the pointer, turn the underline or bold feature off.

Removing Underlining and Bolding

Underlining and bolding can be removed from a document without retyping the text. Follow the steps below to remove some of the underlining and bolding in the document "fancy".

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6/11/82
Quarterly

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or even an entire phrase in any of your documents.

remove bold

ACTION

RESULT

- 1 **PRESS**  to locate the word **group**
- 2 **TYPE** **group** (**Note:** It is not necessary to include the underline command in the **FIND** command.)

- 3 **PRESS**  to begin the search.

one word or a group

The UNDLN light turns on when the word has been found. All the underlined text is now to the right of the pointer.

- 4 **HOLD** down  and press  to turn off underline.

The UNDLN light turns off and the underlining is removed from the underlined group of words to the right of the pointer. (Note: This removes the underlining for this series of words only.)

- 5 **PRESS**  to locate the word **even**.

*The BOLD light turns on when the Memorywriter finds the bolded word "even". **ding**, **word** or **even***

- 6 **TYPE** **even** (**Note:** It is not necessary to include the bold command in the **FIND** command.)

- 7 **PRESS**  to begin the search.

The BOLD light turns off. The text to the right of the pointer is no longer bolded. However, the text to the left of the pointer still shows the bold symbol (a dot).

- 8 **PRESS**  four times to move the display pointer past the word **even**.

- 9 **HOLD** down  and press  to turn off bold.

CONTINUE on the next page.

Removing Underlining and Bolding — continued

ACTION

RESULT

10 PRINT a copy of the document to see the changes have been made (refer to steps on page 54 of the Reference Manual if you need help.)

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Quarterly

With the Memorywriter's underline feature, underlining one word or a group of words is very easy and fast.

Use the bold feature whenever it's important to add **emphasis** to a heading, word, or **even** an entire phrase in any of your documents.

11 LEAVE the document in the display for the next exercise.

Changing Settings After a Document is Typed

There may be times when you decide to change settings after a document is typed. Perhaps the margins and tabs don't look right, or perhaps you typed a draft in double spacing and now want to print it in single spacing.

Setting changes can easily be made after a document is typed. If a setting change is made at the very beginning of a document, it will affect the entire document (unless there are other settings blocks recorded in the middle of the document.) If there are settings blocks recorded in the middle of the document, a change made at the beginning of the document will be in effect up to the point where another settings block is recorded.

Follow the steps below to change the margins and line spacing in the document "fancy". Since it only has one settings block in it, the change you make at the beginning of the document will affect the entire document.

ACTION

1 HOLD down  and press 

2 BE SURE  is on so you can move the carrier to a new position.

3 SPACE over about eight spaces to a new position for the margin.

4 PRESS  to set a new left margin.

RESULT

 **Rese** is shown in the display. The settings block at the beginning of the document is always to the left of the display pointer.

The spaces will show as blanks in the display.

A beep will sound and a new settings block  will appear in the display.

CONTINUE on the next page.

Changing Settings After a Document is Typed — continued

ACTION	RESULT
5 PRESS  to change the line spacing to double (2).	Another settings block  will show in the display for each line spacing change.
6 PRESS  to complete the settings.	The display shows a return symbol after the last settings block  .
7 BE SURE  is on so the line endings will be adjusted for the new margin.	
8 PRINT the document.	The document prints using the new margins and line spacing.
9 PRESS  twice to remove the document from the display.	

It's important to remember that **AUTO RETURN** must be on when you print documents that have been edited or had margin and tab changes. If **AUTO RETURN** is **not** on, the line endings will not be adjusted. You should make a habit of turning on **AUTO RETURN** when you print any of your documents.

Reviewing What You've Learned

- When **ERASE** is pressed, the character to the left of the pointer in the display will be erased.
- When **FEATURES** plus **FWD (ERASE FWD)** is pressed, the characters to the right of the pointer in the display will be erased.
- The **FIND** key can be used to quickly locate text in a document. Press the **FIND** key, type the text **exactly** as it appears in the document, and press **FIND** again to begin the search.
- When using the **FIND** key, be sure you type enough text in the find command to make it unique. (Perhaps include the space before or after the word.)
- To print a document that's been edited, turn on **AUTO RETURN** so the line endings will be adjusted.
- The **BOLD** and/or **UNDERLINE** command can be added to or deleted from text that has been typed in Memory.
- Refer to the Reference Manual for an alphabetical listing of the features should you need help.

CONTROLLING THE WAY A DOCUMENT PRINTS

In this section, you'll learn to use the Memorywriter's features for controlling the way a document prints. With these features, you can print a document with an even (justified) right margin and find words that need to be hyphenated.

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Justifying the Right Margin

When the **JUSTIFY** switch  is turned on, your document will print with an even right margin. (The text in this Manual has a justified margin.) This gives the document a neat, professional appearance.

The Memorywriter can justify the margin of any paragraph typed with the **AUTO RETURN** feature on. For example, the Memorywriter would not be able to justify the text in **Example A** below because a return was typed at the end of each line. The Memorywriter cannot adjust line endings when the line ends with a required return.

The text in **Example B** can be justified because it contains auto returns, so the Memorywriter can adjust the line endings.

Example A

When typing in memory, you  have the option of turning  the Printer off. The only  time the Printer must be on  is when setting margins and  tabs. 

Example B

When typing in memory, you  have the option of turning  the Printer off. The only  time the Printer must be on  is when setting margins and  tabs. 

Follow the steps on the next page to print a justified copy of the document you typed and stored under the title "perfection".

Justifying the Right Margin — continued

ACTION	RESULT
1 RECALL the document: perfection (See page 55 Recalling a Document in the Reference Manual if you need to review the steps.)	<i>≡ The w appears in the display.</i>
2 PRESS  to turn on justify.	<i>The JUSTIFY light turns on. The AUTO RETURN light automatically turn on (if not already on.)</i>
3 PRESS  to print the document.	<i>The text prints with the lines right justified; the display is dark during printing.</i>
4 STORE the document.	<i>Note: If you press the STOP switch while printing a justified document, the typewriter will finish printing the current line and then stop at the left margin of the next line.</i>



Note: If a line(s) of the document does not justify, it is because the line ends with a required return. To correct the line so that it will print justified, erase the required return symbol and replace it with a space. Then print the document again.

JUSTIFY does not record in a document the way the margins and tabs do. You'll need to turn on JUSTIFY each time the document is printed.

JUSTIFY works by adding "white space" between words so it can spread them to the margin. These spaces are not recorded in the document, but only show up on the print out. If you want to reduce the white space between words, you can use Hyphen Scan (see next page) or change the margin zone (See page 89 in the Reference Manual.)

The PRINT switch must be used to justify a document. The adjustment cannot be made using the FWD key.

Hyphen Scan

There may be times when you want to hyphenate lengthy words at the right margin to make the margin more even or, in justify, to reduce the white space added between words on a line.

The **HYPHEN** switch  on the control panel helps you do just that. When you turn on **HYPHEN**, the Memorywriter will scan the document for words that can be hyphenated at the right margin. When it finds one, it will display it so you can select the correct position for the hyphen.

Follow the steps below to type a document with words that will need to be hyphenated.

ACTION	RESULT
1 BE SURE  is on so the document will be recorded.	<i>You should see a settings block and an "empty" document in the display.</i>
2 BE SURE  is on so the Memorywriter will put auto return in the document.	
3 TYPE the document shown below, letting the Memorywriter return the carrier within the paragraphs.	

The following words may have to be hyphenated:
nonresponsiveness, disciplinary, guidance, technological, hypothetical, implementation, endeavors, stabilization, comprehensive, instrumentalities, counterproductive, incrementalized, departmentalized, conglomerate, accommodation, interdepartmental, infrastructure, environmental, approximations, confrontational, and management.

Other words could be: multiphasic, accreditation, progressive, sophisticated, technology, orchestrated, requirement, parliamentary, informational, approximation, and committees.

After the document is typed, **HYPHEN** scan can be used to hyphenate the long words. When the Memorywriter identifies a word for hyphenation, you can tell the Memorywriter where to hyphenate the word, or tell the Memorywriter not to hyphenate the word.

4 GO TO the start of the document.

CONTINUE on the next page.

Hyphen Scan — continued —

ACTION	RESULT
<p>5 PRESS  to start the Memorywriter scanning the document for words to hyphenate.</p>	<p>PLEASE WAIT appears in the display and the HYPHEN light turns on. Then the first word that needs to be hyphenated will appear in the display positioned over the pointer.</p>
<p>6 PRESS  or  to position the display pointer where the hyphen should go. (If JUSTIFY is on, only RVRSE may be used. If you do not want to hyphenate a word, simply press RETURN.)</p>	<p>Note: If the end of the document appears in the display and the HYPHEN light turns off, no words needed hyphenation decisions.</p>
<p>7 PRESS  to hyphenate the word.</p>	<p>PLEASE WAIT appears as the Memorywriter enters a hyphen and begins scanning again.</p>



- 8 CONTINUE to hyphenate each word appearing in the display until the end of the document appears and the **HYPHEN** light goes off.
- 9 WHEN the **HYPHEN** light turns off, print the document.
- 10 STORE the document under the title **hyphen**. (See page 65 **Storing a New Document** in the Reference Manual if you need to review the steps.)

When you look at a document in the display after using **HYPHEN** scan, you may notice hyphen symbols wherever a hyphenation decision was made. These hyphens will only print when they fall at the end of a line. Therefore, you don't need to worry about erasing them when you change margins or edit the document.

Note: If you do not want to hyphenate a word, simply press **RETURN**. This tells the Memorywriter not to hyphenate the word and to continue scanning the document.

When working with your own documents, the Memorywriter may ask you to hyphenate compound words like **electrical/mechanical** and **mother-in-law**. When this happens, it is proper to insert a return after the slash (/) or dash (-) by positioning the dash or slash to the **left** of the pointer and pressing **RETURN**.

See page 36 in the Reference Manual for assistance in using **HYPHEN** scan on your own documents.

Using Auto Stop to Control Playback

Many of the documents you type will be longer than one page. The **AUTO STOP** feature on the Memorywriter provides a method for you to control printing. By using the auto stop feature, you don't have to worry about the document printing off the bottom of the page if you forget to press **STOP** to stop printing. When the Memorywriter encounters an auto stop, the printer will stop and the **MEMORY** switch will automatically turn off.

For example, if you want to type a list of names and addresses to be printed on envelopes, you can record an auto stop command at the end of each address so the printer will stop for you to insert another envelope. Auto stops can also be placed in a document where variable information is to be placed. See page 81 of the Reference Manual for instructions on typing letters with variable information.

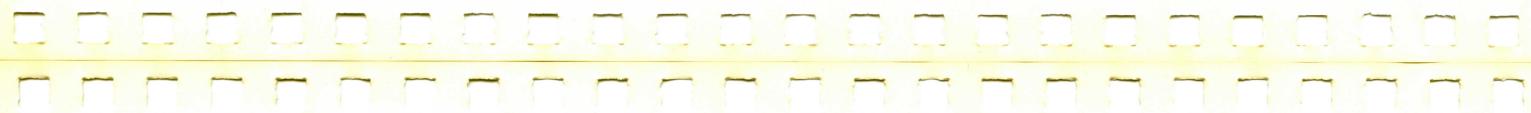
The exercise below will give you practice in entering and using the auto stop command for controlling playback of a multi-page document.

ACTION

RESULT

- 1 **BE SURE**  is on so the document will be recorded.
- 2 **TYPE** the title page below, centering the text. Remember to return the carrier at the end of each centered heading.

You should see a setting block but no text in the display.



PAGE FORMATTING
By Helen E. Bailey
June 11, 1983



- 3 **END** the page by holding down  and press 
- 4 **TYPE** the next page of the document shown below. (End each paragraph with two returns.)

The Memorywriter beeps once and the symbol for an auto stop  appears in the display.

The format of a document is commonly thought of as the left and right margin settings, the tab settings and the line spacing. Formatting also includes other aspects.

The amount of white space at the top and bottom of a page is part of the document's format. In addition, centered headings and the inclusion of page numbers can also be considered part of the format.



CONTINUE on the next page.

Using Auto Stop to Control Playback — continued

ACTION	RESULT
5 END the page by holding down  and pressing  .	<i>The symbol for an auto stop  appears in the display.</i>
6 TYPE the reference page shown below.	

Reference

Minot Manual of Style, Prentice and Prentice Publishing Company,
1980, New York, New York.

Now that the document is typed, you can print a copy of it to see how the auto stops work.

- 7** INSERT paper in the typewriter.
- 8** PRESS  to start printing the document.
- 9** INSERT another sheet of paper and press  to print the second page of the document.

When the printer encounters an auto stop, the printer stops and the MEMORY switch turns off.

The MEMORY switch turns on and printing continues until another auto stop is encountered.



- 10** INSERT another sheet of paper and press  to print the last page of the document.
- 11** STORE the document under the title format.

You can also use auto stops if you have documents that need to be printed with two different printwheels. (Perhaps you want to use italics to emphasize a sentence.) By recording an auto stop command at the point where the printwheel should be changed, you can be sure the printer will stop for you to change the printwheel.

When you insert a printwheel, the Memorywriter will automatically check the printwheel pitch. If the new printwheel is a different pitch (e.g., 12 pitch to 10 pitch) the Memorywriter automatically resets the margins and tabs to the new pitch. Therefore, you must reset the tabs and change the margins if you wish to maintain the same printing position.

Reviewing What You've Learned

- To print a document with a justified (even) right margin, turn on **JUSTIFY** before you print.
- **HYPHEN** scan is used when lengthy words need to be hyphenated to make the right margin more even. **HYPHEN** scan can also be used to reduce the white space between words on justified print outs.
- When using **HYPHEN** scan, the word to be hyphenated will appear over the display pointer. **FWD** and **RVRSE** are used to position the pointer where the hyphen should be, then a hyphen is typed. (If you don't want to hyphenate the word, **RETURN** is pressed.)
- An **AUTO STOP** can be inserted in a document at the location where a page should always end.



MORE ABOUT SETTINGS

In this section, you'll learn more about changing and adding settings in the middle of a document. You'll learn how to save settings for future use.

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Changing Settings in the Middle of a Document	63
Saving Settings	65
Recalling Saved Settings	66
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Adding Settings

With the Xerox Memorywriter, you can record as many different settings changes in a document as you need. You can enter these settings changes when the document is first typed or when you edit it.

Recorded settings blocks control the layout of the document. For example, the document you typed earlier and titled **perfection** contains margin settings but no tabs. To indent the first line of the last paragraph, you could add a tab setting to the first settings block in the document or set the tab at the beginning of the last paragraph. In the following exercise you'll set a tab at the beginning of the last paragraph.

The woodlands in springtime are truly beautiful to see.
Adorned with flowers and green leaves, the woods bring to mind
that life can be full of beauty and pleasure. Even the bird's
songs sound happier in the spring!

Next spring, why not take time to go for a walk in the woods?
Depending on where you live, this may be easily arranged or
require some effort. However, seeing the woods in spring is an
experience well worth the effort it takes to arrange.

ACTION

- 1 RECALL the document titled **perfection**

RESULT

 *The w appears in the display.*

- 2 POSITION the display pointer to the left of the words "Next spring" at the beginning of the second paragraph.

n the spring!   Next appears in the display.

- 3 TURN  on.

A beep sounds and a settings block appears in the display to show the tab is recorded.

- 4 SPACE over five spaces and set a tab.

A tab symbol  appears in the display.

- 5 PRESS  to complete the settings.

- 6 PRESS  to indent the first line of the paragraph.

- 7 GO TO the beginning of the document.

- 8 MAKE sure  is on so the line endings will be adjusted.

- 9 PRINT the document.

- 10 LEAVE the document in the display for the next exercise.

Note: It's important to remember that settings blocks only affect the text in a document from the position of the settings block forward. So, for example, if you wanted a tab setting to be used for text throughout a document, you must set the tab at the very beginning of the document.

More About Editing Settings Blocks –

Settings blocks can be erased from documents using the **ERASE FWD** command. However, it is very easy to accidentally erase a setting that you need. It is usually best to leave the current settings blocks in the document and simply add a new settings block to the right of the existing ones. Since the Memorywriter uses the last settings block read, your text will print with the new setting.

In the next exercise, you are going to delete the settings block with the tab in it so that you can see the importance of a settings block and how it controls the text that follows it.

ACTION	RESULT
1 GO TO the start of the document.	
2 PRESS 	
3 TYPE Next to search for the beginning of the second paragraph.	
4 PRESS  again.	
5 PRESS  eight times to move the pointer to the left of the spaces and the settings block.	
6 HOLD down  and press  seven times to erase the spaces, settings block and return (but not the tab symbol).	

7 GO TO the beginning of the document and print the document.

Notice that the Memorywriter tabs to the right margin because the tab instruction is still at the beginning of the paragraph but there is no tab set in a settings block.

To correct the document, follow the steps below to put a tab setting back in the document.

- 8 **POSITION** the pointer to the left of the tab symbol in front of the second paragraph.
- 9 **TURN** on  , space over five spaces and set a tab.
- 10 **PRESS**  to complete the setting.
- 11 **GO TO** the beginning of the document.
- 12 **BE SURE**  is on and print the document.
- 13 **STORE** the document. (See page 67 **Restoring a Previously Stored Document** in the Reference Manual if you need to review the steps.)

A beep sounds and the spaces and a settings block appears in the display.

Changing Settings in the Middle of a Document

There will be times when you need to change a setting in the middle of a document. Perhaps a paragraph will need different line spacing or perhaps you need to type columns that require different tab settings. These setting changes can easily be added to a document. Just remember, the setting change will affect the text in the document from the position of the settings block forward.

Settings blocks should be recorded at the left margin, to ensure that the new settings affect the entire line of text where the change is made.

The following exercise will give you practice in changing a setting in the middle of the document “margins” typed earlier. Rather than erase the old settings blocks, you’ll simply add new ones to the right of them.

ACTION

RESULT

- 1 RECALL the document **margins**
- 2 PRINT the document so you can see what it looks like.
- 3 PRESS  so you can search to the beginning of the second paragraph.
- 4 TYPE the word **Note:**

 **Sett** appears in the display.

*The display goes blank except for the word **FIND**:*

FIND: Note: shows in the display.

- 5 PRESS  again.

The Memorywriter goes back to the beginning of the document and searches forward until it finds the word “Note:” in front of the second paragraph.

- 6 TURN ON  and turn off  so you can set new margins.
- 7 PRESS the spacebar five times and set a new left margin.
- 8 PRESS the spacebar approximately 30 times and set a new right margin.
- 9 PRESS  to change line spacing to 1.5.
- 10 PRESS  to complete the settings.
- 11 GO TO the beginning of the document.
- 12 TURN on  so the line endings will adjust to the new margins.

ne1  **Note:** shows in the display.

Spaces and a new settings block  appear in the display.

Spaces and a new settings block  appear in the display.

A new settings block  appears in the display.

CONTINUE on the next page.

Changing Settings in the Middle of a Document — continued

ACTION	RESULT
--------	--------

13 PRINT the document.

14 STORE the document.

It's important to remember that settings blocks affect everything recorded in a document after (to the right of) the settings block, **up to** the next settings block. Therefore, when you want to change a setting for one paragraph in the middle of a document, you'll need to record the new setting in front of the paragraph and then change back to the old setting after the paragraph.



The arrows in the example below shows where the settings blocks should be recorded to change the settings for a paragraph in the middle of a document.

- 1.1 Paragraph 23 of Article 126 specifically prohibits the use of possession of fire arms on park property by private citizens.
- Exceptions to Paragraph 23 of Article 126 have been made in cases where shows or displays are held during fairs and public gatherings when petition to the Office of Parks has been made 30 days in advance of the event.
- 1.2 Paragraph 24 of Article 126 specifically prohibits the use or possession of alcoholic beverage on park property between 12 midnight and 10 a.m.

15 TURN OFF  for the next exercise.

Saving Settings

So far you've learned how to set margins, tabs and line spacing and record them in a document. You can also instruct the Memorywriter to save the settings by themselves (not in a document). Saving settings does not erase them from the document; it simply copies them and stores them in the Memorywriter.

You may have settings that you use over and over for different document. For example, you may use one set of margins and tabs every time you type interoffice memos, and then use another set of margins and tabs when you type letters.

The settings you use frequently can be saved so that you can recall them any time you need them. This eliminates the need to repeat the set-up process for margins, tabs, and line spacing.

Settings are saved by typing a title and giving the **SAVE** command. Notice the **AUTO INDNT** key has the green label **SAVE SETTINGS** above it. The settings will be saved (recorded) separately from the document in the display. (This will not erase them from the document in the display.) **MEMORY** can be on or off when you save settings. In the following exercise, you'll save the settings that are currently in the typewriter.

ACTION	RESULT
1 HOLD down  and type format-1 to title the setting. (It is not necessary to hold  down after you type the first letter.)	<i>The SPECIAL ENTRY light turns on and format-1 appears in the display but nothing prints.</i>
2 PRESS  to indicate "this title equals..."	
3 HOLD down  and press  to finish saving the settings.	<i>PLEASE WAIT appears in the display and the settings are saved. The SPECIAL ENTRY light turns off when the settings have been saved.</i>

Note: The settings title can be one to ten characters. The first character must be alphabetic (a-z) and there can be no spaces in the title.

When you print a list of the titles, the saved settings titles will appear at the end of the list.

4 **HOLD** down  and press  to print a list of titles.

The list of titles (similar to the one on page 22) prints, with the saved settings at the end. Notice that it prints in one and one half spacing. This is the line space setting that is currently set in the typewriter.

Recalling Saved Settings

After you've saved a setting, it can be recalled as many times as you need it. For this exercise, you'll change the margin, so you can see the carrier move when the saved settings are recalled into the typewriter. (Note that the **RECALL** switch is not used to recall saved settings.)

ACTION

RESULT

- 1 **MAKE SURE**  is on.
- 2 **PRESS** the spacebar ten times and set a new left margin.
- 3 **PRESS**  select single (1) spacing.
- 4 **PRESS**  to complete the setting.

Now you're ready to recall the setting and watch the margin and line spacing change.

- 5 **HOLD DOWN**  and type **format-1**
(It is not necessary to hold down after you type the first letter.)
- 6 **PRESS** the spacebar once to recall the setting.

*This is the title you gave the setting when you saved it. The title appears in the display. The **SPECIAL ENTRY** light turns on.*

*The **SPECIAL ENTRY** light turns off. Notice the left margin moves and the line spacing is reset to 1.5.*

Clearing a Saved Setting

Once a setting has been stored, it will remain in the Memorywriter until you clear it. Saved settings should be cleared (erased) from the Memorywriter when they are no longer needed to make room for new saved settings.

ACTION

RESULT

- 1 **HOLD** down  and type **format-1** (It is not necessary to continue to hold down  after the first letter is typed.)
- 2 **PRESS**  to locate the title.
- 3 **PRESS** 
- 4 **PRESS**  again.
- 5 **PRINT** a list of titles to see that the setting has been cleared from the Memorywriter.

*The **SPECIAL ENTRY** light turns on and the title appears in the display as you type it.*

The Memorywriter will beep once to tell you it has located the saved setting.

Note: If you hear two beeps, the title could not be found. Retype the title exactly as it appears on the list titles.

*The **CLEAR** light turns on, asking if the setting is to be cleared.*

*The **CLEAR** and **SPECIAL ENTRY** light turn off the saved setting is cleared.*

Reviewing What You've Learned

- A settings block affects the text in the document from the position of the settings block forward.
- When changing settings, it is best to add the new settings to the right of the existing settings blocks, rather than erase the old settings blocks.
- The margin, tabs, and line spacing settings you use frequently can be saved (stored) in the Memorywriter and recalled whenever you need them. (Saving settings records them in the Memorywriter but does not remove them from the typewriter.)
- **MEMORY** does not have to be on when you save settings.

CLEARING DOCUMENTS

In this section, you'll learn how to clear individual documents from the Memorywriter. You'll also learn how to clear all documents from the Memorywriter at one time. Additionally, you'll learn how the Memorywriter tells you when its running out of storage space.

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Clearing (Erasing) a Document

When you have documents that you no longer need, it's a good idea to clear (erase) them from the Memorywriter to make room available for new documents to be stored.

Follow the steps below to practice clearing the document titled “address” from the Memorywriter.

ACTION	RESULT
1 PRESS 	SPECIAL ENTRY light turns on and #/TITLE? appears in the display.
2 TYPE: address	#/TITLE?address appears in the display.
3 PRESS  to begin clearing the document.	SPECIAL ENTRY turns off and the CLEAR light turns on to indicate that the document is about to be cleared.
4 PRESS  again.	The CLEAR light turns off, a beep sounds and when PLEASE WAIT is removed from the display, the document is cleared.

If you change your mind about clearing a document, pressing **STOP** before pressing the **CLEAR** switch a second time will cancel the clear command.

If a stored document is recalled to the display and **CLEAR** is pressed twice, the Memorywriter will clear all the text from the document but the document number and title (if one was given) will remain stored in the Memorywriter. Should this happen, you can erase the title and number using the steps above.

Clearing All Memory

All documents, phrases (discussed in the next section), settings and set-ups stored in the Memorywriter can be cleared (erased) at one time. This is a useful procedure if you want to erase all stored information. However, as you have learned, there are other ways to clear specific stored information without erasing everything in the Memorywriter.

Additionally, when the Memorywriter is cleared, all tabs that are currently set in the typewriter will be cleared and the line spacing will be reset to single spacing. Depending upon the type of printwheel that is currently in the typewriter, the margins are reset to the standard settings for that printwheel. 12-pitch and PS (proportional spacing): margins reset to 12 and 84, 10-pitch: margins reset to 10 and 70, 15-pitch: margins reset to 15 and 105.

As a suggestion, print a list of titles (**FEATURES** + **0**) before clearing all Memory and check to be sure you will not be clearing information that should be saved.

To clear all memory, follow the instructions below:

ACTION	RESULT
1 HOLD down  and  and press  .	<i>The carrier returns to the standard margins and the Memorywriter beeps once to tell you all memory is cleared.</i>
2 PRINT a list of titles to see that all stored documents have been cleared: • Hold down  and press  .	

Memory Full Warning

The 620 Memorywriter will store approximately 9,260 characters. The 625 Memorywriter will store approximately 19,180 characters and the 627 Memorywriter will store approximately 31,000. When the Memory is nearly full, the Memorywriter will beep with each character typed to alert you that you are running out of storage space.

As a suggestion, when you hear the warning beeps, store the document you are currently working on. Clear unneeded stored documents, phrases, settings and set-ups from the Memorywriter to make room for additional typing.

	Warning Signal	What It Tells You
Typing a Document with Memory on	Beeping starts and MEMORY light flashes Beeping stops Beeping starts again MEMORY light turns off	180 characters are left 150 characters are left 30 characters are left No characters are left - nothing more can be stored
Stored a Phrase with Memory On	Beeping starts and MEMORY light flashes Beeping stops Beeping starts again MEMORY light turns off	90 characters are left 75 Characters are left 15 characters are left No characters are left - the phrase is cancelled
Storing a Phrase with Memory Off	Beeping starts and SPECIAL ENTRY light flashes SPECIAL ENTRY light turns off	30 characters are left No characters are left - the phrase is cancelled.

Reviewing What You've Learned

- To clear a stored document from the typewriter, press **RECALL**, type the title or the document number of the document to be cleared, press **CLEAR** twice.
- **All** documents, phrases and settings can be cleared from the Memorywriter at one time by holding down **FEATURES** and **SHIFT** and pressing **STOP**.
- The Memorywriter will warn you when you are running out of storage space by beeping. It is suggested you store the document you are working on and clear any unneeded documents stored in the Memorywriter to make space available for new stored information.

WHAT'S NEXT

So far you've learned a lot about using the Memorywriter to record, edit and print documents. You may want to take a break from the training manual and practice using the Memorywriter on some of your own documents. If you forget the steps, you can refer to the Reference Manual, which has a complete list of steps for all features.

The remaining sections of the Training Manual have information on how to type certain types of documents. For example, how to store frequently used phrases for quick recall, how to type statistical tables, etc. The Memorywriter has many time-saving features that can be used for these applications.

It is suggested that you look through the remaining sections and learn those features that pertain to your work and the kinds of documents you type. The remaining sections are:

PHRASES — shows you how to store and recall frequently used text, such as letter closings or signature lines, distribution lists, and frequently typed names and addresses.

STATISTICAL TYPING — shows you how to use decimal tabs to automatically align numbers in columns, and how to use the Memorywriter's **TABLE** feature for automatic column set-up.

FORMS — shows you how to use the Form feature for setting up and filling in preprinted forms.

PHRASES

In this section, you'll learn to use the phrase recall feature to store and then recall text that is used repeatedly in a document.

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Phrases

Frequently, the same information is typed in many different documents. Using the Memorywriter's phrase recall feature, this information can be typed once and then recalled into any document. Examples of stored phrases are:

- Letter closings and signature lines
- Distribution lists
- Today's date
- Lengthy company names
- Frequently typed addresses
- Sentences or paragraphs that are used repeatedly.

If you take a few minutes to think about it, you may have other types of phrases, text or sentences that you type over and over. With the Memorywriter's phrase recall feature, you can keep these phrases right at your fingertips.

Creating Stored Phrases

Phrases are recorded (stored) and recalled differently than documents. A phrase is stored by first titling the phrase and then typing it. Phrases are stored by title only; the Memorywriter does not assign numbers to phrases the way it does to documents. Phrase titles are typed in lowercase only.

It is not necessary to have the **MEMORY** switch on when storing or recalling a phrase.

Follow the steps below to create a stored phrase. As a general rule, **AUTO RETURN** should be on when phrases are created. If you type required returns in a phrase and then recall it into a document, the Memorywriter won't be able to adjust the line endings properly.

ACTION	RESULT
1 TURN ON  so the Memorywriter will insert carrier returns for you.	
2 TURN OFF  if it is on, so the phrase won't be recorded in a document.	

Note: If you create a phrase with **MEMORY** on, the phrase will also be recorded in the document in the display, as well as stored separately as a phrase. If a phrase is longer than 180 characters, it must be recorded with **MEMORY** on.

3 **HOLD** down  and type **folton** to title the phrase. (It is not necessary to hold down  after you type the first letter.)

The SPECIAL ENTRY light turns on. The title appears in the display as it is typed but nothing prints.

Note: The phrase title can be one to ten characters. The first character of the title must be alphabetic (a-z) and there can be **no** spaces in the title.

4 **PRESS**  to indicate "this title equals..."

5 **TYPE** the following phrase:

folton = shows in the displays.

Foltonberg Electric Wiring and Building Materials Company

5 **HOLD** down  and type the letter **f** (or any other alphabetic key to store the phrase).

PLEASE WAIT appears in the display. The SPECIAL ENTRY light turns off when the phrase has been stored.

List Titles with Phrases

When a list of titles is printed, it shows the titles of all documents stored in the Memorywriter. It also shows the titles of stored phrases. After each stored phrase title, you'll also see the first twenty characters of the phrase.

Follow the steps below to print a list of the titles.

ACTION

- 1 **INSERT** paper in the typewriter.
- 2 **HOLD** down  and press  to give the list title command.

RESULT

A list of titles, similar to the one below, prints. Notice the stored phrase title plus the first 20 characters of the phrase prints. Additionally, the stored phrase title(s) are separated from the stored documents on the printout by a dotted line.

number of document
currently in display *01/

folton = Foltonberg Electric ----- stored phrase title
----- and first 20 characters of phrase

04-05 PAGES LEFT ----- approximate number of pages remaining for memory use

Recalling Stored Phrases

Once you've stored a phrase, it can be recalled any time you need it. **MEMORY** does not have to be on when you recall a phrase if you're not recording your typing.

Follow the steps below to practice recalling the phrase you just stored. For this exercise, you'll turn **MEMORY** on so the phrase will be recorded in a document.

ACTION

- 1 **TURN ON**  and  and turn off .
- 2 **SET** margins at approximately 18 and 72 on the margin scale.
- 3 **BE SURE** the line spacing is set at single.
- 4 **TURN ON**  so the line endings will be adjusted.
- 5 **TYPE** the document on the next page **up** to the first arrow. (You may type the document with the printer on or off.)

RESULT

CONTINUE on the next page.

Recalling Stored Phrases — continued

Gentlemen:

We at the Foltonberg Electric Wiring and Building Materials Company invite you to attend a demonstration of our latest line.

We think our new line will be as exciting to you as it is to us at the Foltonberg Electric Wiring and Building Materials Company. Please return the attached reply card.

Sincerely,

John R. Smith, President

Foltonberg Electric Wiring and Building Materials Company

ACTION

6 HOLD DOWN  and type **folton** to begin recalling the phrase. (It is only necessary to hold down the  key while you type the first letter of the title.)

RESULT

*The display goes blank, except for the word **folton** which is the title of the stored phrase. The SPECIAL ENTRY light turns on.*

7 PRESS the spacebar once to recall the phrase.

The SPECIAL ENTRY light turns off and the phrase is entered in your document using the current margins.

8 CONTINUE typing the document up to the second arrow.

*The display goes blank, except for the word **folton** and the SPECIAL ENTRY light turns on.*

9 HOLD DOWN  and type **folton**

The SPECIAL ENTRY light turns off and the phrase is entered in your document using the current margins.

10 PRESS the spacebar once to recall the phrase.

11 FINISH typing the document, recalling the stored phrase when needed.

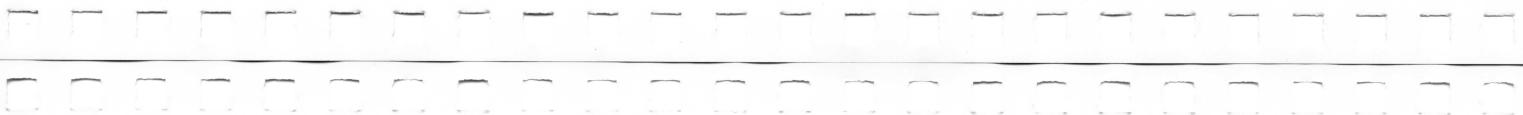
12 BE SURE  is on and print the document.

13 STORE the document under the title letter

Clearing Stored Phrases

Once a phrase has been stored, it will remain in the Memorywriter until you clear it. When stored phrases are no longer needed, they should be cleared from the Memorywriter to make room for new phrases or settings.

ACTION	RESULT
1 HOLD down  and type folton (It is not necessary to continue to hold down  after the first letter is typed.)	<i>The SPECIAL ENTRY light turns on and the title appears in the display as you type it.</i>
2 PRESS 	<i>The Memorywriter will beep once to tell you it has located the phrase.</i>
3 PRESS 	<i>The CLEAR light turns on, asking if the phrase is to be cleared.</i>
4 PRESS 	<i>The CLEAR and SPECIAL ENTRY light turns off and a beep will sound. The phrase is cleared.</i>
5 PRINT a list of titles to see that the phrase has been cleared from the Memorywriter.	



Reviewing What You've Learned

- Frequently used text can be stored as phrases and recalled whenever needed. Common uses for stored phrases are:
 - Letter closings and signature lines
 - Distribution lists
 - Today's date
 - Lengthy company names
 - Addresses
 - Sentences or paragraphs that are used repeatedly
- **MEMORY** does not have to be on when you store a phrase that is less than 180 characters. If the phrase is longer than 180 characters, it must be typed with **MEMORY** on.
- **MEMORY** does not have to be on to recall or clear a phrase.
- Stored Phrases and documents should be cleared from the typewriter when they are no longer needed to make space available for new documents.

STATISTICAL TYPING

If you type a lot of statistical tables, imagine how much time could be saved if the typewriter did all the aligning for you. All you'd need to do is type the numbers and let the typewriter do the rest.

In this section, you'll learn how to type statistical tables using the decimal tab and **TABLE** features.

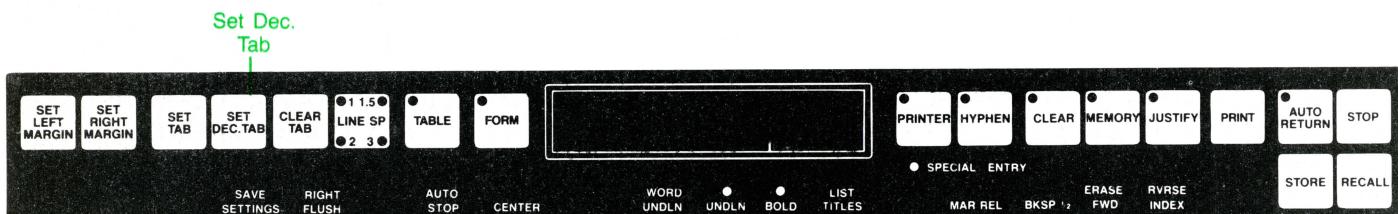
Statistical Typing Using Decimal Tabs	76
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Statistical Typing Using Decimal Tabs

On the Memorywriter, Decimal Tabs are used to align numbers automatically. This eliminates counting and spacing to line up numbers and makes statistical typing faster and more convenient than ever before.

The **SET DEC. TAB** switch  on the left side of the control panel is used to set decimal tabs. Decimal tabs can be used to align whole numbers and percentages, as well as numbers with decimals as shown in the example below.



In this first exercise, you'll learn to set decimal tabs so the Memorywriter will automatically line up numbers in the columns. For the exercise, you'll be given locations for each tab. When typing your own tables, you may set tabs at any location you desire.

100.00	April	2%	200.1
252.78	May	100%	247.546
1.50	August	50%	50.9

CONTINUE on the next page.

Statistical Typing Using Decimal Tabs — continued

ACTION	RESULT
1 BE SURE  and  are on so you can set tabs and record the document.	
2 TURN OFF  so you can set a new right margin.	
3 MAKE SURE you are at the left margin and press  to clear all tabs from the typewriter.	A beep sounds and a settings block  appears in the display to record the clear tab command.
4 SET a left margin at 18.	A beep sounds and a settings block  appears in the display.
5 SPACE to 21 on the margin scale.	
6 PRESS  to set a decimal tab.	A beep confirms a decimal tab is set and a settings block  appears in the display. <i>If you accidentally press the SET TAB switch instead of the SET DEC. TAB switch, simply press the SET DEC. TAB switch to change the "regular" tab to a "decimal" tab.</i>
7 SPACE to 34 on the margin scale.	
8 PRESS  to set a regular tab. (You are setting a regular tab because you do not want the information in this column flushed at a decimal point).	A beep confirms a regular tab is set and a settings block  appears in the display.
9 SET two more decimal tabs at 52 and 64 on the margin scale.	A beep will sound. Spaces and a settings block  will appear in the display each time you set a tab.
10 SET a right margin at 72 on the margin scale.	A beep sounds and a settings block  appears in the display when the margin is set.
11 PRESS  to complete the setting.	

Now that you've set the margins and tabs, you're ready to type the numbers in the table.

100.00	April	2%	200.1
252.78	May	100%	247.546
1.50	August	50%	50.9

CONTINUE on the next page.

Statistical Typing Using Decimal Tabs — continued

ACTION

12 PRESS  to move to the decimal tab location.

13 TYPE the number 100.00

14 PRESS  to move to the next column.

15 TYPE the word April

RESULT

The SPECIAL ENTRY light turns on. A tab symbol  appears in the display.

The number does not print until you type the decimal. The decimal point will print at the location where the decimal tab was set.

The display shows: 

Notice that it prints as you type it because it's typed at a regular tab.

100.00	April	2%	200.1
252.78	May	100%	247.546
1.50	August	50%	50.9

16 PRESS  to move to the next column.

The display shows: 

17 TYPE the entry 2%

The number does not print until you type the percent sign. The percent sign will print at the location where the decimal tab is set.

18 PRESS  to move to the last column.

The number does not print until you type the decimal.

19 TYPE the number 200.1

The display shows: April  2%  200.1 

20 PRESS  to end the line.

If you make a mistake typing a number at a decimal tab, you can use the ERASE key  to erase it. If you tab past a decimal tab, press ERASE twice and then tab to it again.

21 CONTINUE typing the rest of the document by tabbing to each column and typing the entry, then pressing RETURN at the end of each line.

Notice that the Memorywriter automatically aligns the numbers at the decimal point and aligns the percentages at the percent signs.

22 PRINT the document.

23 STORE the document under the title stat-a

CONTINUE on the next page.

Statistical Typing Using Decimal Tabs — continued

Note: When you have a column of numbers that do not have decimal points, you can still use the decimal tab to align the numbers. The numbers will align at the position of the decimal tab and are typed just like numbers with decimal points.

200,000	32,000
3,400	(100)
27	10%
1,840,000	

Position of DEC. TAB

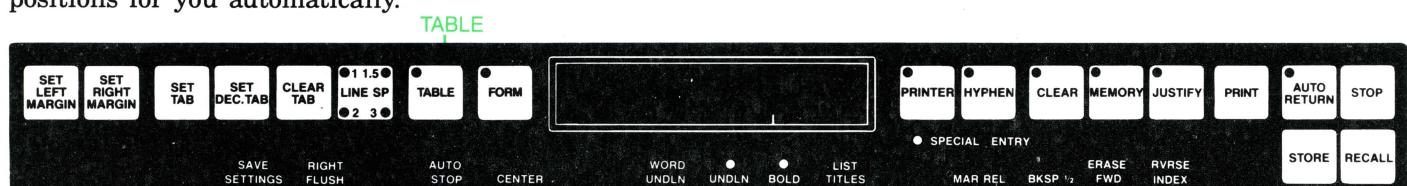
Percent signs and right parens will also align at the tab (as shown above). If you want the % or) to be positioned to the right of the tab, you can type the number **PRINT** and then type the % or).

If you ever need to type a period in an entry typed at a decimal tab, but **do not** want the period to align on the tab, hold down the **FEATURES** key and type the period. The symbol for a required period  will appear in the display.

TABLE (Automatic Column Set-Up)

One of the most time-consuming tasks in typing a statistical table is figuring the tab positions for the columns. If you do a lot of statistical typing, you probably already have your own method for setting up tables.

The **TABLE** switch  on the left side of the display can be used to tell the Memorywriter to figure the column positions for you automatically.



To set up column positions automatically, you must tell the Memorywriter how wide the column is (by typing the longest entry) and what kind of tab the column needs (decimal or regular). Once you've told the Memorywriter this information, it will space the columns evenly between the margins set in the typewriter. The Memorywriter can figure up to 38 columns for you.

To practice using automatic column set-up, use the exercise and steps on the next page.

Acme Brick	\$58,000.00	100%
XYZ Sign Co.	5,000.00	12%
Jones Trucking	670.50	2%

TABLE (Automatic Column Set-Up) — continued

When figuring the positions for the columns, the Memorywriter will space them evenly between the margins. The margins must be set before turning on the TABLE switch. When the TABLE switch is on, the Memorywriter will only let you set tabs.

ACTION	RESULT
1 TURN on  and  if not already on.	
2 SET margins of 18 and 78 on the margin scale.	
3 PRESS  to complete the margin settings.	
4 PRESS  to turn on the table feature.	<i>The TABLE and SPECIAL ENTRY lights turn on. Any tabs that were in the typewriter are cleared.</i>

In the first column of the table below, the text lines up at the left of the column. Therefore, you'll need to set a regular tab for this column and then type the longest entry in the column.

5 PRESS  to indicate this column needs a regular tab.	<i>The Memorywriter beeps once and a settings block  appears in the display.</i>
--	---



6 TYPE Jones Trucking (the longest entry in the first column). Do not space or press RETURN after the entry.

The text appears in the display but nothing prints. The Memorywriter knows that this is set-up information only.

Acme Brick	\$58,000.00	100%
XYZ Sign Co.	5,000.00	12%
Jones Trucking	670.50	2%

7 PRESS  to set a decimal tab for the second column.

The Memorywriter beeps once. A tab and a settings block   appear in the display.

8 TYPE the number \$58,000.00 which is the longest entry in the second column. (Be sure to include the dollar sign, comma, and decimal point.)

A beep sounds. A tab and a settings block   appear in the display.

9 PRESS  to set a decimal tab for the last column.

A beep sounds. A tab and a settings block   appear in the display.

10 TYPE the number 100% which is the longest entry in the last column.

CONTINUE on the next page.

TABLE (Automatic Column Set-Up) — continued

ACTION	RESULT
11 PRESS  to complete the setting.	<i>The SPECIAL ENTRY light turns off and a settings block \equiv appears in the display. The Memorywriter calculates and sets the tabs for the table, automatically assigning equal space between the columns.</i>
After you've entered the set-up information, you're ready to type the table itself. Since the first column of the table begins at the left margin and contains text, it is not necessary to tab before typing it. The TABLE switch must remain on while you type the table.	
12 TYPE the words Acme Brick	<i>The words print as you type them.</i>
13 PRESS  and type \$58,000.00	<i>Nothing prints until you type the decimal point.</i>
14 PRESS  and type 100%	<i>Nothing prints until you type the percent sign.</i>
15 PRESS  to end the line.	
16 FINISH typing the table on your own using the example from the previous page.	<i>Notice the columns are evenly spaced to the margins.</i>
17 LEAVE the document in the display for the next exercise. Do not turn off TABLE.	

Saving a Table Set-Up

If you frequently type tables with the same number of columns and the same column width, you can save the table set-up and recall it whenever you need it. This can save set-up time when you type your weekly sales reports, monthly financial reports, etc.

When you save a table set-up, you save the set-up information used to calculate the locations for the tabs. When you recall the set-up into a document with different margins, the Memorywriter will calculate the new locations for the tabs so that they will fit between the margins. **It is very important to be sure the margins are set correctly before you recall the set-up.**

The table set-up can be saved after you complete setting up the table or after typing the table before turning off TABLE. In this exercise, you'll save the set-up before the document has been stored.

ACTION	RESULT
1 HOLD down  and type: format-2 to title the setting. (It is not necessary to hold  down after you type the first letter.)	<i>The SPECIAL ENTRY light turns on. The title appears in the display as it is typed but nothing prints.</i> Note: The title can be one to ten characters. The first character must be alphabetic (a-z) and no spaces may be typed between the characters.

CONTINUE on the next page.

Saving a Table Set-Up — continued

ACTION	RESULT
2 PRESS  to indicate "this title equals..."	<i>If you hear a beep, it means a set-up has already been stored under the title. Press the STOP switch and type a different title.</i>
3 HOLD down  and press 	PLEASE WAIT appears then the document returns to the display and the setting is saved. The SPECIAL ENTRY light turns off.
4 STORE the document using the title stat-b .	<i>The TABLE light turns off.</i>

Recalling a Table Set-Up

Once a table set-up has been saved, it can be recalled as many times as needed. The set-up is recalled like a saved setting (the **RECALL** switch is not used). In this exercise, you'll recall the table set-up and use it to type the exercise below.

ACTION	RESULT
1 TURN on  if not already on.	
2 HOLD down  and type: format-2 (It is not necessary to hold  down after you type the first letter.)	<i>The SPECIAL ENTRY light turns on. The title appears in the display as it is typed but nothing prints.</i>
3 PRESS the spacebar once.	<i>The SPECIAL ENTRY light turns off. The TABLE light turns on as the setting is recalled. Two settings blocks appear in the display</i>
4 TYPE the following exercise.	

Adams Book Binding	\$10,000.00	75%
Carson Concrete	11,000.00	75%
Watson Greenhouse	500.75	8%
Tilson's Market	45,000.00	100%

5 **PRINT** the document again, then store it under the title **stat-c**.

Clearing a Saved Table Setting

Once a saved setting has been stored, it will remain stored in the Memorywriter until you clear it. Saved settings should be cleared when they are no longer needed to make room for new phrases, settings, and documents.

You'll clear the table setting you saved earlier titled: **format-2**

ACTION	RESULT
1 HOLD down  and type format-2 (It is not necessary to hold  down after you type the first letter.)	<i>The SPECIAL ENTRY light turns on. The title appears in the display as it is typed but nothing prints.</i>
2 PRESS 	<i>The Memorywriter will beep once to tell you the title has been located.</i>
3 PRESS 	<i>The CLEAR light turns on, asking if the setting is to be cleared.</i>
4 PRESS  again	<i>The CLEAR and SPECIAL ENTRY light turn off. The setting is cleared from the Memorywriter.</i>

Additional Information for Statistical Typing

You've seen that there are two ways to set up and type statistical tables. You can set decimal tabs manually, or you can use the **TABLE** feature to set up tables automatically.

If you decide you want to use the **TABLE** feature for your statistical typing, you should read pages 93 through 111 in the Reference Manual to acquaint yourself with all the other automatic features (such as centering headings, automatic underscoring of columns, and indenting a table from the margins) available when using the **TABLE** feature.

Reviewing What You've Learned

- The **TABLE** switch can be used to tell the Memorywriter to figure the column positions for you automatically.
- When setting up a table with the **TABLE** feature, first tell the Memorywriter the type of tab the column needs (regular or decimal tab) and then how wide the column will be.
- When a table set-up is saved, only the set-up information used to calculate the locations for the tabs is saved — not the margins. If the margins are to be saved, they must be saved separately before **TABLE** is turned on or after **TABLE** is turned off. See page 60 in the Reference Manual for instructions on Saving Settings.
- Never turn off the **TABLE** switch when creating, editing or printing a table. When the **TABLE** switch is turned off, the Memorywriter automatically erases all tabs and records a settings block that contains only the margins and line spacing of the document.

FORMS

Do you dread the task of filling in forms? Have you often wished that you could make the task go faster? Well, with the Memorywriter's **FORM** feature you can. The **FORM** feature is designed to help you breeze through the job of typing volumes of forms.

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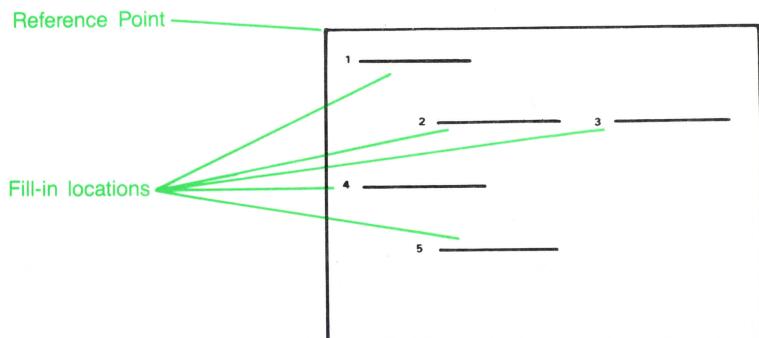
Getting Started

Setting up a typewriter to fill in pre-printed forms can be a time consuming task. The **FORM** feature on the Memorywriter automates form set-up and typing. If you take a few minutes to look around your office, you'll probably find several forms that you fill in from time to time.

To practice setting up a form, you'll use the form below. Before filling in any form, you should select a place on the form to be used as a **reference point**. Notice that the form below has lines that you can use for a **reference point** when inserting it in the typewriter. A **reference point** is used to make sure you insert each form the same way. (That is, you roll the form in the same distance and position the carrier in the same place.) This will ensure that the typing starts at the same point on each form.

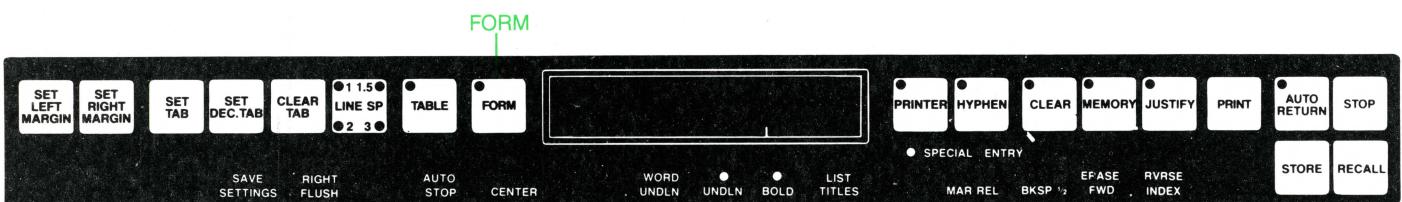
Notice that the form has blank lines where information will be filled in. Nothing is typed at the reference point. It is only used to line up the form when you insert it.

If your office's forms do not have lines that you can use for a reference point, you can use one of the preprinted characters on the form or use the left-hand corner of the form.



Setting Up a Form

The **FORM** switch on the left side of the control panel is used to set up and fill in forms.



The Memorywriter can speed up forms fill-in by "memorizing" the form. Once you define the locations to be filled in, the Memorywriter will automatically go to each location when you fill in the form. To define the fill-in locations for the Memorywriter, you must move the carrier to each location and then set a tab. (Be sure to move the carrier using the keys on the keyboard — do not move the form or platen by hand.)

The **MEMORY** switch cannot be turned on when the **FORM** switch is on and vice versa. Although you cannot store a completed form, you can save the form set-up for future use. You will learn how to save a form set-up after you set up the practice form following on the next page.

Setting Up a Form — continued —

ACTION

RESULT

1. **EITHER** make three copies of the form below or get a clean piece of typing paper and draw a form similar to the one below so you can practice filling in a form.
2. **INSERT** one of the forms in the typewriter.
3. **CHANGE** the left margin, if necessary.
4. **ALIGN** the printwheel pointer or the red lines on the card guide with the reference point on the form.



1. _____	2. _____	3. _____
4. _____	5. _____	

CONTINUE on the next page.

Setting Up a Form — continued

ACTION

5 PRESS  to turn the form feature on.

RESULT

The FORM light and SPECIAL ENTRY light turn on. (If MEMORY and/or AUTO RETURN are on, they will automatically turn off.)

If you attempt to turn on AUTO RETURN or MEMORY, the Memorywriter will beep twice to tell you these features cannot be used when the form feature is on.

6 MOVE the carrier to the first fill-in location using any of the following keys:

 ,  ,  ,  ,  +
 ,  + .

Note: When using the FORM feature, INDEX and REVERSE INDEX moves the platen in $\frac{1}{48}$ inch increments.

(Do not manually move the paper or the platen, as this movement will not be recorded in the form set-up.)

Note: If you move the carrier past the first fill-in location, press ERASE  to move back to the reference point.

7 PRESS  to set a locator tab at the first fill-in location.

8 MOVE the carrier to the next fill-in location.

You can use the  ,  ,  ,  +  ,  +  ,  to move to a fill-in location.

9 PRESS  to set a locator tab.

10 CONTINUE setting tabs at each fill-in location.

One beep indicates a tab locator has been set for the first fill-in location.

Note: If you set a tab at the wrong location, you can use  to cancel that location and move back to the previous location. Reset the tab and continue to the next fill-in location. You can also use  +  or  to back up the carrier to the correct position without starting over.

One beep indicates a locator tab has been set for the second fill-in location.

Note: If you feel you've set any of the locator tabs in the wrong place, use the ERASE key to back up to the previous tab, then reset the tab. After you give the GO TO START command and begin filling in the form you cannot change the tab location.

If you want to completely start over, press the FORM switch. This will turn off the Forms feature and clear all locator tabs from the Memorywriter. Then you can turn on the FORM switch and start over.

CONTINUE on the next page.

Setting Up a Form — continued

ACTION	RESULT
11 HOLD down  and press  to complete the form set-up after the last tab has been set.	<i>This tells the Memorywriter that you've finished the set-up. The SPECIAL ENTRY light turns off.</i>

In the form you have just set up, you used the SET TAB switch to set a "regular" tab at each location. If you have numbers with decimal points in your form, use the SET DEC. TAB (instead of the SET TAB switch) to set a decimal tab. When the form is filled in, numbers typed at a decimal tab will align to the left of the tab, so be sure you set the tab where the decimal point is to be typed.

The form feature will let you set up to 50 locator tabs. If your forms require more than 50 locator tabs, see page 33 in the Reference Manual for instructions.

After a form has been set up, you can begin filling in the form, or you can save the set-up and recall it later. In this exercise, you'll first fill in a form before saving the set-up.



Filling in a Form

Now that you've set up the form, you're ready to fill it in. The Memorywriter will automatically position the carrier at each fill-in location when you press the TAB key. Then you can type the information on the form. Before you begin to fill in the form, be sure you align the reference point on the form in the position used to set up the form. This allows the Memorywriter to start from the same position.

Follow the steps below to practice filling in the form. Be sure to leave the PRINTER switch on.

ACTION	RESULT
1 REINSERT the form and align the reference point as you did when you set up the form.	
2 PRESS  to start filling in the form.	<i>The carrier moves to the first fill-in location on the form.</i>
3 TYPE the entry Smith Paint Store CONTINUE on the next page.	<i>The characters print on the form as you type them.</i>

Filling in a Form — continued —

1. Smith Paint Store
2. 5-15-83 3. Parcel Post
4. Four (4) each
5. Electric Sanders

ACTION

RESULT

- 4 PRESS  to move to the next fill-in location.
The carrier automatically moves to the next fill-in location.
- 5 TYPE the entry 5-15-83
- 6 PRESS  to move the carrier to the next fill-in location.
The carrier moves to the next fill-in location.
- 7 TYPE the entry Parcel Post

- 8 CONTINUE to tab and type the last entries. (If you accidentally press RETURN instead of tab, simply press TAB.)

If TAB is pressed after the last entry, the Memorywriter will beep twice and END OF FORM will appear in the display.

Note: Characters can be typed after the message: END OF FORM but once a TAB or RETURN has been typed, the Memorywriter will only let you press GO TO START, STOP or FORM.

- 9 LEAVE the message in the display.

Saving a Form Set-Up

It is a good idea to save your form set-ups so you can recall them whenever you need them. The Memorywriter will **only** save the settings of your forms, not the information typed on the form itself. Do not confuse saving a form set-up with saving the information typed in the form.

If you accidentally turn off the **FORM** switch before saving the form set-up, the set-up will be erased and cannot be saved. Form set-ups are saved like phrases and settings; that is, the **STORE** switch is not used.

ACTION	RESULT
1 HOLD down  and press  .	<i>The carrier returns to the left margin and the message is removed from the display.</i>
2 HOLD down  and type the title orders (It is only necessary to hold down  while you type the first character.)	orders appears in the display and the SPECIAL ENTRY light turns on.
3 PRESS 	
4 HOLD down  and press  to finish saving the set-up.	orders = appears in the display.
5 PRESS  to turn the feature off.	Note: If a beep sounds, the Memorywriter is telling you that the title is already used. Press STOP and type another title to store the form set-up under. PLEASE WAIT appears in the display as the Memorywriter stores the setting. The SPECIAL ENTRY light turns off.
	The FORM light turns off. All tabs are cleared from the typewriter.

Recalling a Form Set-Up

Once you've saved a form set-up, it can be recalled anytime you need to fill in that particular form. The set-up is not recalled with the **RECALL** switch. Rather it is recalled by holding down one of the **FEATURES** keys and typing the title, then pressing the spacebar. Follow the steps below to recall the form set-up you just saved.

ACTION	RESULT
1 HOLD down  and type the title orders	orders appears in the display and the SPECIAL ENTRY light turns on.
2 PRESS the spacebar to recall the saved form set-up.	The FORM light turns on automatically and the SPECIAL ENTRY light turns off. The carrier moves to the reference point.

Filling in a Form with Multi-Line Entries

Some forms have several lines of information typed at the same location. For example, the form below has three lines of information (a name and address) typed at location 1.

When you need to type several lines at one location, press **RETURN** after each line. When all lines have been typed at that location, press **TAB** to move to the next location.

ACTION

RESULT

1 **INSERT** another copy of the form and manually align the reference point as you did when you set up the form.

1. Conti Manufacturing, Inc.
97 Hyatt Avenue.
Buffalo, New York 12376

— Multi-Line Entry

2. 6-11-83

3. Parcel Post

4. 6 each

5. 7-3/8 dye drills

2 **PRESS**  to move to the first fill in location.

3 **TYPE** the entry:
Conti Manufacturing, Inc.

4 **PRESS**  to move to the next line of the first fill-in location.

5 **TYPE** the next line:
97 Hyatt Avenue

6 **PRESS**  to move to the next line.

7 **TYPE** the entry:
Buffalo, New York 12376

8 **PRESS**  to move to the next fill-in location.

Filling in a Form with Delay Print

When filling in a form that has carbon sets, it is easier to use the **delay print** feature. With the **delay print feature**, your entry will show in the display but will not print on paper until you press the **TAB** or **RETURN** key. This allows you to use the **ERASE** key to correct errors before they are printed. The **PRINTER** switch is used to turn on delay print.

ACTION	RESULT
9 PRESS  to turn on the delay print feature.	<i>The PRINTER light blinks. This allows you to correct an entry in the display.</i>
10 TYPE the date 6-11-83	6-11-83 appears in the display but does not print. If you need to correct a typing error, use the ERASE key.

1. Conti Manufacturing, Inc. 97 Hyatt Avenue. Buffalo, New York 12376	— Multi-Line Entry
2. 6-11-83	
4. 6 each	3. Parcel Post
5. 7-3/8 dye drills	

- 11 **PRESS**  to move to the next fill-in location.
- 12 **CONTINUE** to tab and type the remaining entries. (If you accidentally press **RETURN**, simply press **TAB**.)
- 13 **WHEN** the form is filled in, hold down  and press  to go back to the beginning.
- 14 **PRACTICE** filling in the form again, if you like.
- 15 **PRESS**  when the last form is filled in to turn off the form feature.

6-11-83 prints on the form and the carrier automatically moves to the next fill-in location.

*If TAB is pressed after the last entry, two beeps will sound and **END OF FORM** will appear in the display.*

*After filling in one form, if you want to fill in another form, you must press **GO TO START**.*

*The **FORM** light turns off turning the form feature off. All locator tabs are cleared from the typewriter. The **PRINTER** light automatically turns on solid turning off delay print.*

Note: When using delay print with multi-line entries, be sure to correct any typing errors in the display before pressing **RETURN**.

Clearing a Saved Form Set-Up

Saved form set-ups can be cleared when they are no longer needed to make space available for new set-ups. As a suggestion, print a list of titles to identify which set-ups are no longer needed before clearing them from your Memorywriter.

Follow the steps below to clear the form set-up you saved under the title "orders".

	ACTION	RESULT
1	HOLD down  and type the title orders	orders appears in the display and the SPECIAL ENTRY light turns on.
2	PRESS 	orders = appears in the display and one beep confirms that the title has been located.
3	PRESS 	The CLEAR light turns on.
4	PRESS  again.	Note: If you press the CLEAR switch and then change your mind about clearing the setting, press the STOP switch to cancel the command. The Memorywriter beeps once to tell you the set-up has been cleared.

Reviewing What You've Learned

- Pressing the FORM switch turns on the FORM feature. Recalling a saved form set-up will automatically turn on the Form feature.
- You can set up a form for one-time use, or you can save the set-up and recall it whenever you need to fill in that form.
- When you've finished setting up and filling in a form and want to set up a different form, save the set-up so you can use it again. Then turn off the forms feature by pressing the FORM switch. This will clear the set-up from the typewriter. Then turn the form features back on and set up the new form.
- Use the SET TAB switch to set a "regular" tab in the forms set-up. Use SET DEC. TAB to set a decimal tab when you want a number aligned at the decimal point.
- GO TO START must be pressed to complete the form set-up.
- After filling in one form, if you want to fill in another form, you must press GO TO START.
- The ERASE key can be used to correct a form set-up prior to pressing GO TO START.
- Once a set-up is finished and the GO TO START command is given, it cannot be changed.
- There are two ways to print information on a form as you fill it in: (1) immediate printing or (2) pressing the PRINTER switch for delay print.
- When filling in a form, the TAB key is used to move to each fill-in location. The RETURN key can be used to type more than one line of information at a tab location.
- A multi-line entry (e.g., name and address) requires only one locator tab to be set in the form set-up.

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